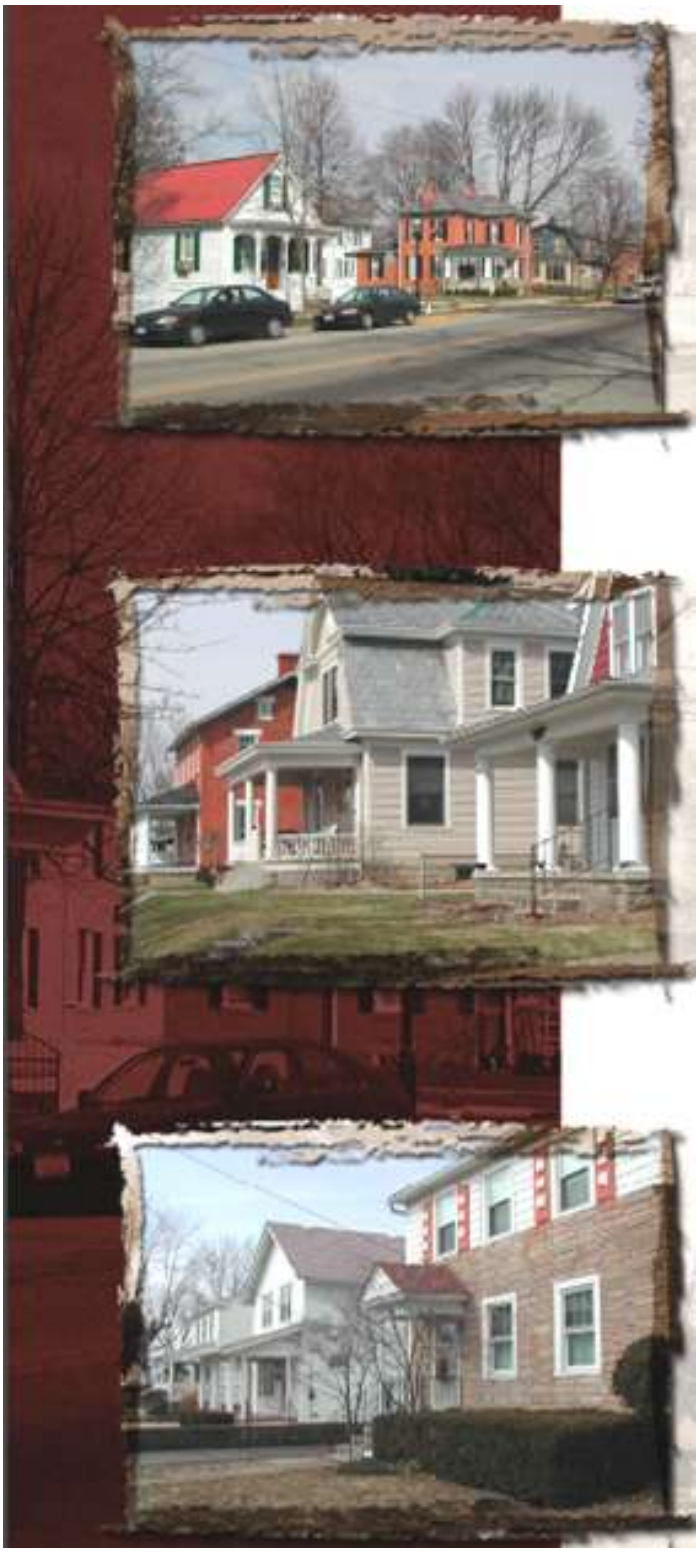


Canal Winchester Old Town Guidelines

Adoption Date – May 19, 2003
Effective Date – June 19, 2003

Amended thru May 7, 2012

Acknowledgements

Village of Canal Winchester
Marsha Hall, Mayor
Allan Neimayer, Planning and Zoning Administrator
Bruce Langner, Development Director

Village Council
Rick Deeds, President
Peggy Eisnaugle, Vice-President
John Bender
John Demkowicz
Bruce Jarvis
Bobbie Mershon
Frances Steube

Old Town Guidelines Steering Committee
Bruce Baby
John Bakitis
John Garrett
Bruce Jarvis
Hollie Knowlton
Bobbie Mershon
Carol Note
Jerry Portugal
Leslie Smith
Leah Turner
Jim Wynkoop

In addition, the following groups participated through focus group meetings:
The Canal Winchester Downtown Association
The Landmarks Commission
The Planning and Zoning Commission
A focus group of downtown property owners, real estate professionals, and potential developers

Effective Date and Amendments

The provisions of these Old Town Guidelines were originally adopted on May 19, 2003 by Ordinance #24-03 and became effective on June 18, 2003. Amendments to these Old Town Guidelines were adopted as follows:

Date Passed	Ordinance Number
January 5, 2009	#05-09
December 7, 2009	#64-09
May 7, 2012	#17-12

Table of Contents

Introduction

The Canal Winchester Old Town Guidelines are written to provide guidance about preservation, rehabilitation and new construction within the oldest portions of the community. They are designed specifically for the area known locally as "Old Town", as depicted in the accompanying map. The need for guidelines grew out of the 1999 Community Plan Update where the preservation of the historic downtown core was identified as a top priority of the Steering Committee and citizens alike. This plan also identified an "Old Town" boundary for the purposes of creating a zoning overlay containing a Historic District and Preservation District. This document refines that original boundary and establishes guidelines that will help protect the character of the Old Town in the future.

The Historic District

The dark shaded areas on the map comprise the current Historic District, established by ordinance beginning in 1983. The Historic District boundaries contain three National Register areas (E. Columbus Street, N. High Street and W. Mound Street), along with the downtown area and the Chaney Elevator complex. The Canal Winchester Landmarks Commission, which was also created in 1983, reviews exterior changes to properties located within the Historic District boundaries. The work of the Commission and the application process for the Historic District is described in further sections of this document.

The Preservation District

The light shaded areas on the map that comprise the remainder of Old Town are designated the Preservation District for the purpose of these guidelines. The Preservation District has many of the same qualities as the Historic District, including streetscapes of 19th and 20th century residential properties, churches and a historic school. These neighborhoods are considered by many in the community to be worthy of overall protection and preservation, particularly as Canal Winchester continues to attract new development. The Canal Winchester Landmarks Commission also reviews changes to properties in the Preservation District. The work of the Commission and the application process for the Preservation District is also described in further sections of this document.

Using the Guidelines

These Old Town Guidelines are specifically written to guide change in the Old Town area of Canal Winchester, as defined in the map on page 4. The document begins with a discussion of the History and Architectural Styles of this area, focusing on the types and styles of historic buildings that give Canal Winchester its distinctive architectural character. This is followed by a discussion of the Process of Design Review in the Old Town area, a detailed discussion of which begins on page 16. Next are the Rehabilitation Guidelines, written to guide the preservation, repair, rehabilitation and restoration of existing buildings in the Old Town area. A section of the Rehabilitation Guidelines is specifically dedicated for the Historic District, followed by a section dedicated to the Preservation District. Topics include roofs, masonry, wood siding and trim, windows, doors, porches, awnings, storefronts, garages and outbuildings, institutional buildings and demolition considerations. The topics begin with a discussion of guidelines for maintenance and repair, followed by guidelines for exterior change. This section is followed by the guidelines for New Construction,

Site Elements and Signage. General guidelines under these headings apply to both the Historic District and the Preservation District in Old Town.

The Property Owner's Responsibility

The long-term care of Old Town's historic properties is the responsibility of the various owners who will be associated with these properties over short or long periods of time. These guidelines are intended to assist property owners in becoming caretakers of the architectural legacy that exists in Canal Winchester. By ensuring the long-life and appropriate appearance of the community's older buildings, property owners will help to enhance the economic value of Old Town properties as a whole. Maintaining a high quality of materials and design is an underlying premise of these guidelines. The community deserves no less, as the quality of the historic buildings that exist here have stood the test of time.

Planning is important to the success of any rehabilitation or new construction project in the Old Town area. Property owners should begin by identifying the character of the building and the neighborhood that is affected by the project, making sure that its significance and value is understood. Do some historic research on the property; making use of some of the resources listed in Appendix 1. Make a list of important building features that will be preserved in the project, and choose the treatments that are recommended in the guidelines for those features. Then create a plan, defining priorities and developing a phased schedule of work that can be achieved in a cost-effective way. Often the more conservative and less costly approach to rehabilitation or new construction is the recommended approach, and this can save money up front while creating long-term value. Finally, seek help in developing your project – from the Landmarks Commission, from the resources listed in Appendix 1 or from professionals who are experienced in historic rehabilitation and quality new design.


Old Town Boundary Map
Historic District
Preservation District
N
W
E
S

History & Architectural Styles

History

Canal Winchester has a rich architectural history that is based in its development as a canal town and regional center for the processing and shipping of grain in the early 19th century. The community was first settled in about 1811 and platted in 1828. The construction of the Ohio & Erie Canal through this land was instrumental in the early development of the community. Eventually mills and grain warehouses were constructed along the canal, enabling area farmers and local businessmen to take advantage of the shipping opportunities. The advent of rail transportation in the mid-19th century contributed to the city's growth, as Canal Winchester was now rich in transportation advantages. The O.P. Chaney grain elevator remains adjacent to the railroad on N. High Street as a representation of the shipping opportunities presented by Canal Winchester.

The 1850 map of Winchester (as the town was originally known) shows the amount of building that had occurred by that time. Commercial and shopping uses were clustered around the canal, which traversed the town from northwest to southeast. The intersection of High and Waterloo also developed a commercial presence. Residential development was concentrated mostly on East Columbus Street, East Waterloo, N. High Street and to the west of High in the vicinity of West, Liberty and Washington Streets. A number of these early residential buildings still remain today, giving the community its early 19th century character.

Through the 1860s and 1870s, Canal Winchester continued to develop, aided by both the canal and the railroad. Larger commercial buildings in Italianate styles were constructed downtown, along with numerous frame and brick residential buildings that continued to fill out the neighborhoods. Significant churches were constructed, along with a prominent school on Washington Street and other civic uses. The area remained surrounded by farms, and even many in-town residents had their own smokehouses and farm-related sheds.

Canal Winchester was connected to other communities by the Interurban line, which was established in 1904, connecting Canal Winchester to Lancaster and Columbus. The early 20th century brought even more residents to choose this attractive village setting, and they built homes in the popular styles of the day. Lots in early neighborhoods were filled in with new housing through the 1960s, contributing to the strong residential character that exists today.

The rich architectural legacy that was created in Canal Winchester from its early 19th century beginnings is evident in the homes, commercial buildings, churches and schools that exist in the community today. Following is a discussion of the most prominent building types and styles of the Old Town area.

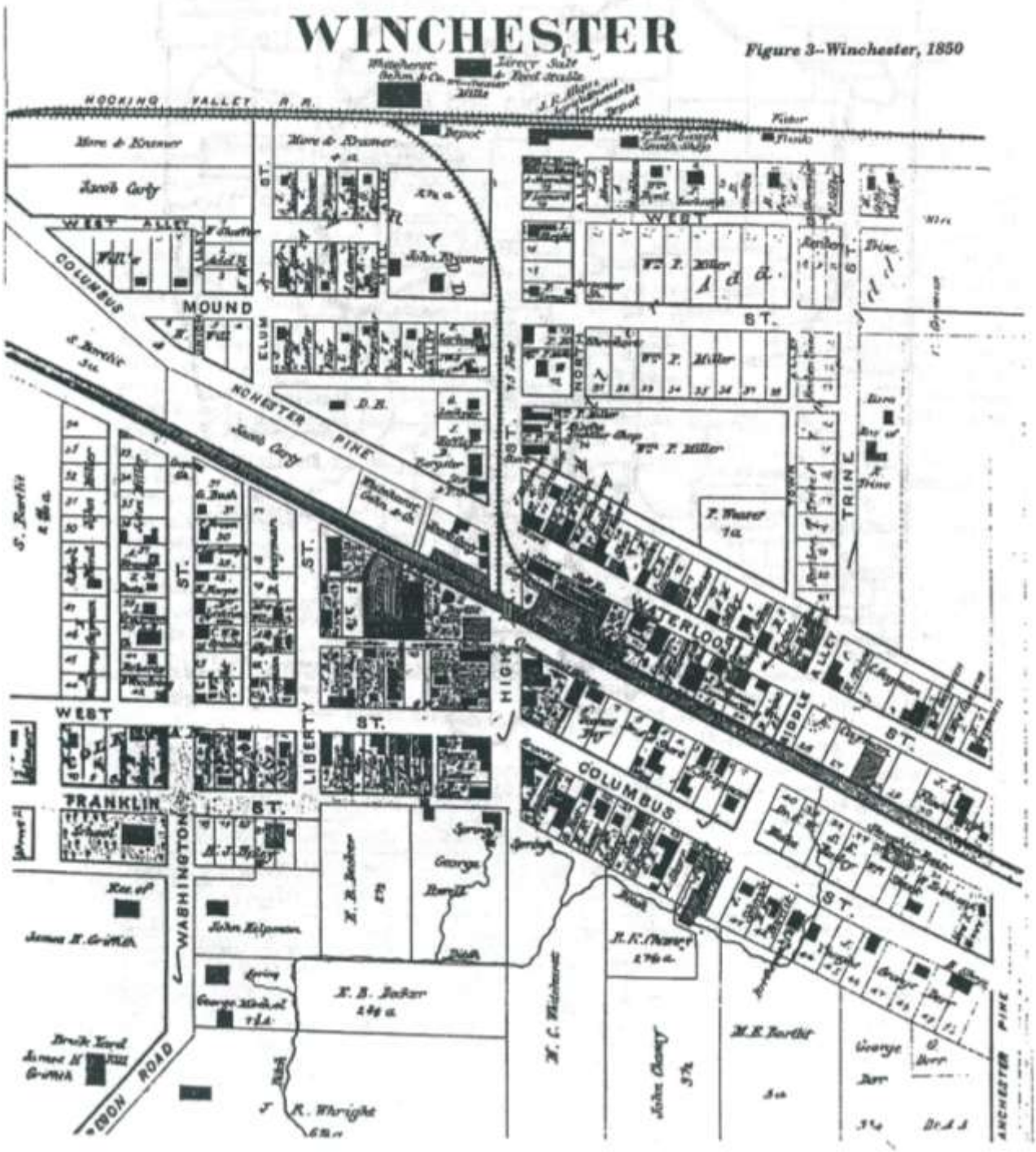


Figure 3--Winchester, 1850

Residential Property Types

1 ½ Story Cottage

The 1 ½ story cottage is among the earliest house types built in Canal Winchester. The examples below show variations in brick and frame. These buildings are typically oriented with the gable facing the street. The façade has two or three openings, including the door, and a window is usually located in the half story. The building may have a porch, or sometimes only a front stoop is present.

Cross Gabled Cottage

Several noteworthy examples of this property type exist in Canal Winchester. Dating from the mid-19th century, these houses are oriented with their long side to the street (gable end to the side) with a distinctive central cross gable fronting on the main facade. Common features of this house type in Canal Winchester include its brick construction, five-bay facade with central door, round-headed window in the gable face, gable end chimneys, and front porch. The building on the left also retains its original fish-scale slate roof.

I House

The I-House was a popular house type throughout the mid-late 19th century and early 20th century in Ohio. It is characterized by a simple 2-story form, with either a hipped or gabled roof (gables face the sides) and three, four or five bays (openings) across the front. The front section of the house is only one-room deep; often a 1- or 2-story wind extends perpendicular to the rear. Windows are typically double hung, with number of panes depending upon their date of construction. Front entrances may be plain openings with paneled doors, or may be more elaborate openings with sidelights and transoms. Early examples may have only a front stoop (if located close to the street), while many later examples have porches across all or a part of the street.

Side Hallway Plan

Houses with a “side hallway” plan typically have a three-bay façade with an entry door in one of the end bays (as in this example). Once inside the door, you will usually see a hall and stairway on the entry side of the floor plan. The Side Hallway plan was popular during the early-late 19th century, with the result that it can be found in different styles popular at the same time.

Gabled Ell

The Gabled Ell and T-plan house types became common in the post-Civil War era. They were equally adaptable to both narrow town lots and larger farm properties. These houses are typically 2 or 2 ½ stories, built in either brick or frame, and often accented with different stylistic treatments. The common feature is an interesting gabled roofline, with two sections or wings forming either an "L" or a "T."

American Foursquare

Built from about 1895 until about 1940, the American Foursquare house is commonly found in Canal Winchester. Found in both brick and frame, the typical Foursquare is a simple square-shaped, two-story house with hipped roof with dormers and a porch across the front. The house is usually vernacular (no particular style), but sometimes stylistic elements are evident in the porch or window treatments.

Bungalow

The Bungalow is an early 20th century house type that is distinguished by its overall horizontal building form. A typical bungalow has a broad front porch beneath the overhanging roofline, often with a dormer window above. These buildings can be characterized by broad, overhanging eaves, windows that are grouped in twos or threes, and sometimes by the use of natural materials.

Architectural Styles

Federal & Greek Revival

Two of the earliest architectural styles in Canal Winchester are the Federal and Greek Revival styles. The Federal style, popular from 1800 to 1840, typically has a gabled roof, flat façade punctuated by regularly spaced windows, and a simple entrance. Greek Revival, popular from 1840 to 1860, can often be identified by its gabled roof with wide cornice "returns" and a classical treatment of the building entrance.

Italianate

Popular in Ohio from about 1860 to 1890, the Italianate style was used for both commercial and residential buildings in Canal Winchester. The primary defining feature of the style is an overall verticality, with tall and narrow features that include window and door openings, projecting bay windows, and features such as porches and storefronts. Windows are usually regularly spaced. Depending on whether the building is vernacular or high style, there are sometimes ornamental brackets, usually at cornices and on porches.

Queen Anne/Victorian

High style Queen Anne houses are often characterized by the presence of a turret or tower. Other features include a varied roofline, variety of windows, and decorative wall surfaces. Queen Anne was popular from about 1885 to 1910. More modest buildings from the same period may simply be known as Victorian.

Classical Revival

Classical Revival styles are characterized by their use of more formal “classical” motifs, such as columns with capitals and doorways with pediments, and by an overall symmetry of form and style. In the building pictured, its original use as a bank called for a classical revival treatment that conveyed a sense of trust and security. The dominant feature is the raised entrance, with its classical columns and pediment.

Colonial Revival

Colonial Revival was a popular residential style during the early 20th century, from about 1905 through 1945 (and even today there is a renewed interest in the style). The style typically has a symmetrical façade, often with a central entrance. Design elements may be derived from earlier Georgian, Federal or classical motifs. In the example pictured, the entry features an arched fanlight and sidelights. This house is also an example of a Dutch Colonial Revival style because of the “Dutch-style” roof that is evident on the sides.

Craftsman/Arts & Crafts

These two styles developed during the early 20th century as part of a renewed interest in artistry and craftsmanship in building design. The designs often feature overhanging gabled rooflines, sometimes with simple brackets; materials with different textures (including brick, stone, stucco or clapboards, sometimes used in combination); combinations of window groupings; and an altogether rustic, informal appearance. Bungalows were often given a Craftsman or Arts & Crafts treatment.

Special Property Types

Garages and Outbuildings

Historic outbuildings in Canal Winchester include agricultural sheds or storage buildings, 19th or early 20th century carriage houses, and garages from the first half of the 20th century. Some of the earliest outbuildings are associated with Canal Winchester's rural beginnings, including smoke houses. Smoke houses were typically brick, but most often outbuildings in Canal Winchester were built in frame. Many have metal roofs, as in the buildings pictured. Carriage houses and garages sometimes were closely related through materials and style to the associated house. Outbuildings illustrate the evolution of Canal Winchester from the horse and buggy-rural farming days, to the automobile-oriented city setting that still exists today.

Commercial Buildings

Canal Winchester has traditional commercial buildings in its downtown area that included two and three-story brick and frame buildings from the mid-late 19th century and the early 20th century. Most of the buildings have traditional upper facades, with a cornice of parapet treatment and regularly spaced windows. Some storefronts have been changed, but there are others that remain largely intact, with originally storefront framing still evident.

Churches and Schools

Canal Winchester has several significant church and school buildings that contribute to the community's character. These buildings, through their brick construction and architectural styling, convey a sense of the past. Features such as tall steeples or bell towers, slate roofs, stained glass windows, and architectural stylistic elements make these buildings unique. School buildings range from the 19th century Prentiss School (a one room school) to the old Canal Winchester High School (now School Administrative buildings) on Washington Street. Elements of the 1861, 1908 and 1929 school additions contribute to this building's character.

Industrial and Transportation-Related Buildings

While not the most common building types in Canal Winchester, there are several properties within this category which remain from the 19th and 20th century period of growth. The O.P. Chaney Elevator is an important remnant of the early agrarian industrial base, as it mostly served the area farmers and traffic on the Ohio & Erie Canal. Remaining buildings from the lumberyard on E. Waterloo Street still convey their original purpose. Transportation themes are represented by three different modes of travel that came through the city: the Ohio & Erie Canal, the Railroad and the Interurban Line. Their passenger depots, both of which still exist in the city, illustrate both the railroad and the interurban. The interurban car barn, pictured below right, is a unique building that still conveys its historic association.

Process of Design Review & Guideline Organization

Process of Design Review

Council established the Canal Winchester Landmarks Commission in 1983. The Mayor appoints the seven-member commission whose members serve in a volunteer capacity. The primary responsibility of the Commission is to preserve and enhance the historic and architectural character of the historic districts through its process of design review. The Commission reviews applications for a Certificate of Appropriateness for any exterior work on properties within the boundaries of Old Town Canal Winchester including both the Historic District and Preservation District. In making its decision, the Commission shall determine that the application meets the Design Criteria of Section 1175.01(g) of the Zoning Code.

The Planning & Zoning Administrator provides administrative support to the Commission and advises applicants on the process and design guidelines. The Commission meets on the fourth Monday of every month and the due date for applications is 15 days prior to the meeting. In addition to the application form supplemental materials (photographs, drawings or samples) will also need to be submitted.

The process to follow to obtain a Certificate of Appropriateness for properties located in Old Town is outlined below. Failure to follow this process, or the provisions of these guidelines, shall constitute a penalty as defined by Section 1135.12 of the Zoning Code.

When do you need a Certificate of Appropriateness from the Landmarks Commission?

1. When your property is included within the boundaries of the Old Town Canal Winchester including both the Historic District and Preservation District. (see the map on Page 4).

2. When work is being done that will result in a change to the exterior of a property or its environment, including the following:

    - Any change made to the exterior of a building (principal or accessory structure), including a change in window or door replacement, roof replacement, porch repairs or replacement, changes to exterior siding, cleaning or repointing of brick, the change of paint color for properties in the Historic District, or any other modification that alters the appearance of a building (even when a building permit is not required);
    - An addition to an existing building (including decks);
    - New permanent construction (including garages and garden structures);
    - Landscaping or site changes (including fences, driveways, parking lots or paving materials – but not including plant material or trees);
    - Signage (new signs or changes to existing);
    - Any demolition of a principal structure or accessory structure;

When is a Certificate of Appropriateness from the Landmarks Commission not required?

If the work being proposed is ordinary maintenance – and there will be no change in the exterior appearance of the property or change of materials– then review and approval by the Landmarks Commission is not required. Work proposed for the interior of a building is also not reviewed. If you are unsure whether or not a Certificate of Appropriateness is required, check with the Planning & Zoning Administrator.

Steps for obtaining a Certificate of Appropriateness from the Landmarks Commission:

1. (*Required*) Pick up an application packet from the Planning & Zoning Administrator's Office at 36 S. High Street (or download the application from the Canal Winchester website at http://www.canalwinchester.org/).
2. (*Recommended*) Meet with the Planning and Zoning Administrator to discuss your ideas and plans.
3. (*Recommended*) Use these Design Guidelines to help guide your decision-making.
4. (*Recommended*) Attend a Landmarks Commission meeting to informally discuss your project and receive some initial feedback.
5. (*Required*) Complete and sign the application form.
6. (*Required*) Attach a written explanation of the work that you are proposing.
7. (*Required*) Attach color photographs of the property that show all areas where work is proposed.
8. (*Required*) Attach supplemental materials that help to explain your project, including material samples, paint color chips, contractor's specifications, sketches, or scaled drawings and floor plans (scaled drawings and floor plans are required for additions or new construction).
9. (*Required*) Submit the application to the Planning and Zoning Administrator at 36 S. High Street a minimum of 15 days before the fourth Monday of the month.
10. (*Required*) Attend or send a representative to attend the Landmarks Commission meeting where your application will be discussed. Any representative should be authorized by the Applicant to discuss and/or negotiate solutions with the Landmarks Commission.

At the meeting, there is opportunity for discussion and modifications to be made to the plans, if needed. Following its review, the Commission may take one of three actions: approve the application as submitted or with changes, deny the application, or table the application for the next meeting. Many times, the application is approved either as submitted or with minor modifications. For more complicated projects, the application may be tabled as details are worked out or changes are made.

If the application is approved, the Certificate of Appropriateness will be signed by the chairman of the Landmarks Commission and the Planning & Zoning Administrator. The certificate will be valid for one year from the date it is signed. If the project has not gone forward by then, a new application must be filed.

If the application is denied, the reasons for denial will be provided to the applicant. An applicant whose project is disapproved may appeal the decision to Council within 10 days. As part of the appeal, Council will conduct a review of the Landmarks Commission's decision. In order to ensure consistency of the review process, information presented to Council in the appeal should be the same information submitted to the Landmarks Commission. If the original Landmarks decision is reversed, remanded to the Commission or modified by Council, then the Certificate of Appropriateness will be issued or the Landmarks Commission will undertake other corrective action.

Keep in mind that "economic hardship" should not be used as a catchall reason for undertaking an inappropriate treatment. Recommended treatments in these guidelines are cost-effective and usually less aggressive than some other approaches (for example, keeping the original porch and replacing the wood floor with a new wood floor, rather than tearing the porch off and building a completely new porch). Generally, the life cycle of the original feature can be extended at a cost that is often less than the cost of new (for comparable quality). Also remember that the quality of the original material is such that it will last longer than a modern (and sometimes cheaper) replacement.

Guideline Organization

The Guidelines that follow are specifically written to assist property owners in the Historic District and Preservation District to design successful projects that will set standards for preservation and new design in the community. They can also be used by anyone who owns property in Canal Winchester. To accomplish this, the guidelines are organized in the following way:

- First, Rehabilitation Guidelines for the Historic District are addressed. These guidelines are only applicable to properties within the Historic District.
- Next, Rehabilitation Guidelines for the Preservation District are provided. These guidelines are only applicable to properties within the Preservation District.
- The next three sections include guidelines for New Construction, Site Elements, and Signage. These sections are applicable to all properties in the Old Town including both the Historic District and Preservation District.

All of the guidelines in this document are based upon the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The Secretary's Standards are written to guide all types of rehabilitation projects, involving all types of buildings.

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alternation of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired

Historic District Rehabilitation Guidelines

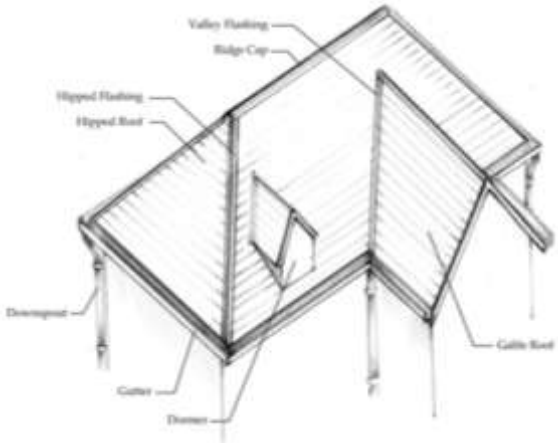
Roofs, Gutters and Downspouts

A building's roof, gutter and downspout system serves a critically important function – to collect and remove water or snow from the building in the most efficient way possible. In addition to its function, though, the roof is an important element of the building's design. Significant visual features include the roof's shape, its materials, and any special features (such as dormers, towers or turrets, or iron cresting). The most common roof shape in Canal Winchester is the gabled roof, followed by the hipped roof. While many buildings have a simple roofline, others are more complex, with a combined hip and gable form. Flat roofs are found on many of the commercial buildings, with a roof pitch that gently slopes to the back of the building.

The most common roofing material in Canal Winchester is asphalt or composition shingles, as many older roofs have been replaced with these materials over time. Several buildings, however, retain their original slate or standing seam metal roofs from the late 19th or early 20th centuries. To the extent possible, these materials should be preserved.

Original slate roofs in a "fish scale" design exist in good condition on a large number of Old Town properties.

Standing-seam metal roofs give a distinctive character to a number of residential cottages in Old Town. The material was also favored for the roofs of garages, sheds, and other outbuildings.



Roof Elements

Guidelines for Maintenance and Repair

Roofs

- Keep roofs in good condition, making repairs as needed. Holes and breaks in metal roofs can be patched with a compatible metal; individual slates or clay tiles can be replaced to match.
- Patch holes or breaks in metal roofs with a compatible metal. Keep metal roofs painted to prevent rust. Avoid covering the roof with a tar or asphalt coating, as this can eventually cause further deterioration of the metal.
- If individual slates or roof tiles are broken or missing, replace them with matching pieces. Make sure that the repaired area matches the existing as closely as possible, as mismatched materials look unattractive.
- When re-roofing, avoid installing the new covering directly over an existing roof material unless it is required for structural reasons. Multiple layers of roofing can result in an uneven appearance and make future leaks difficult to detect.
- Keep roof flashing at ridges, valleys and chimneys in good condition.

Gutters and Downspouts

- Make sure that gutters and downspouts are working properly to shed water from the roof to the ground and away from the building. Repair bent or sagging gutters and broken or split downspouts as soon as these problems appear.
- Direct downspout runoff away from the building by one of the following methods:
    1. connecting to an underground drain
    2. emptying into a splash block
    3. using an “elbow” that sends the water away from the building.

Replace deteriorated gutters or downspouts with new that match the existing in profile, size and location. Paint gutters and downspouts to blend with the color of the building or its trim

Guidelines for Exterior Change

- Maintain the existing or original roof form on the building, including the traditional roof shapes of gable and hip roofs that typify the area. Avoid changing the existing roof pitch. Retain flat roofs where they exist, particularly on commercial buildings.
- Avoid making changes to the roof shape by adding towers, cupolas, roof decks, dormers, skylights or other features that did not exist before. If dormers or skylights are needed to make an attic space more functional, locate them toward the rear of the building where they will not be readily visible.
- Preserve historic roof material as important features of the area's character.
- If a historic roof material is deteriorated beyond repair, provide photographs and estimates documenting this condition. If possible, replace only damaged parts of the roof to match the existing.
- If an entire roof must be replaced, use materials that are either original to the building or compatible with its architectural character:
    - Use new standing-seam metal to replace an existing metal roof that cannot be repaired. Standing seam is a product that is still widely available.
    - Use new slate to replace original slate wherever possible. If slate is not easily obtained or matched, consider using appropriate asphalt shingles that are made to resemble the appearance of slate. Use a shingle that is rectangular in design, rather than the "fishscale" look.
    - Use new composition or asphalt shingles to replace an existing composition or asphalt shingle roof. New asphalt shingles that are "dimensional" in appearance may be appropriate, but choose a plain design that does not give a patchwork effect.
- Use historically appropriate roof colors. Standing seam roofs were often painted green, red, or silver. Slate is typically gray, with some examples containing elements of blue or green. Clay tile can be found in either red or green.
- If dormers are proposed, keep them in proportion to the roof pitch and shape. Dormers added to a one- or two-story building with gable or hipped roof should be narrow (wide enough for only one or two windows) with a gable or shed roof, like historic dormers. A dormer added to a low-rise bungalow may be more horizontal in form, with several windows. Trim dormers out to match the rest of the building.

If skylights are proposed, make them small, rectangular and as flat as possible (no bubble or tented skylights). No more than one side of a gabled roof or two sides of a hipped roof should have skylights installed. A maximum of two side-by-side skylights is allowed. Skylights should never be added to the front of a building.

- Avoid adding television antennae and satellite dishes to roofs in the district. Although advances have made small satellite dishes a possibility, keep these elements at the back of the building where they are not visible from the street.

Original chimneys and dormers are important roofline components that should be maintained.

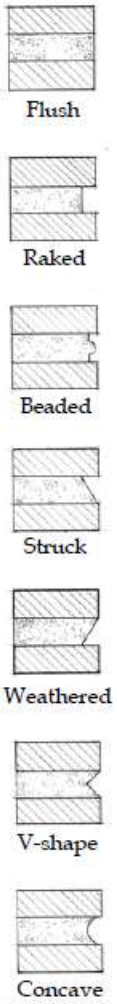
Masonry

Masonry materials in Canal Winchester include brick, stone, stucco, ceramic tile and concrete block. Masonry may be used for cornices, pediments, lintels, stills, and decorative features as well as for wall surfaces. Details such as color, texture, mortar joints and the pattern of masonry strongly influence the overall character of a building.

While masonry is an extremely durable building material and can last for centuries, it can also be susceptible to damage from improper maintenance alteration and cleaning of masonry can dramatically affect both the appearance and the long-term preservation of the building. Remember that experienced professionals should undertake masonry work.

Guidelines for Maintenance and Repair

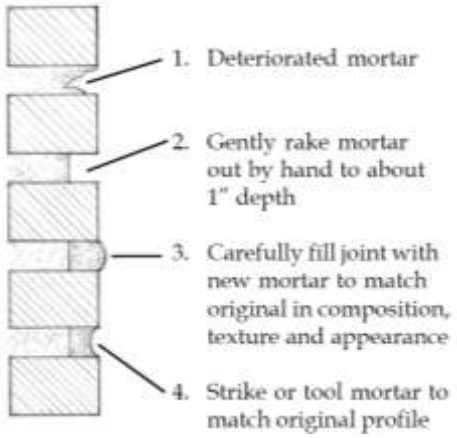
- Retain original masonry features. Although walls may be the primary masonry feature, elements such as masonry piers, porches, railings, cornices, chimneys, lintels and sills, steps and columns are significant visual elements that should be preserved.
- Repair damaged masonry features by patching, piecing-in or consolidating instead of replacing the entire feature. Use materials that duplicate the original as closely as possible in making your repairs.
- Repoint masonry (by adding new mortar to match the old) only where mortar is crumbling away or missing completely. Especially be mindful of parapets, building corners and other areas where the masonry is exposed to the elements and mortar may have deteriorated.
- Mix new mortar to match the existing in composition, color and texture, and the mortar joints themselves must be tooled to match the existing. An appropriate mortar mix for older buildings is 12 parts sand, 4 parts lime, and 1 part white Portland cement. Choose sand that matches the color and texture of the original.
- Clean masonry only when necessary to halt deterioration or to remove heavy soiling. Remember that the weathered patina of old brick is part of its character. Clean masonry using the gentlest means possible, such as low-pressure water (below 300 psi) and natural bristle brushes. The objective is simply to remove dirt.
- Never sandblast or use any abrasive method to clean brick. Harsh chemicals, such as acidic cleaners, are also not recommended.



Typical Masonry Joint Types
When repointing, match the design of the original joint.

Avoid using a waterproof sealant for masonry, as this substance can actually trap moisture within the masonry units and cause spalling, or peeling away of layers of the brick

- Repair stucco by removing loose material and patching with new stucco that is similar in composition, color, appearance and texture.



Steps for Repointing a Masonry Joint

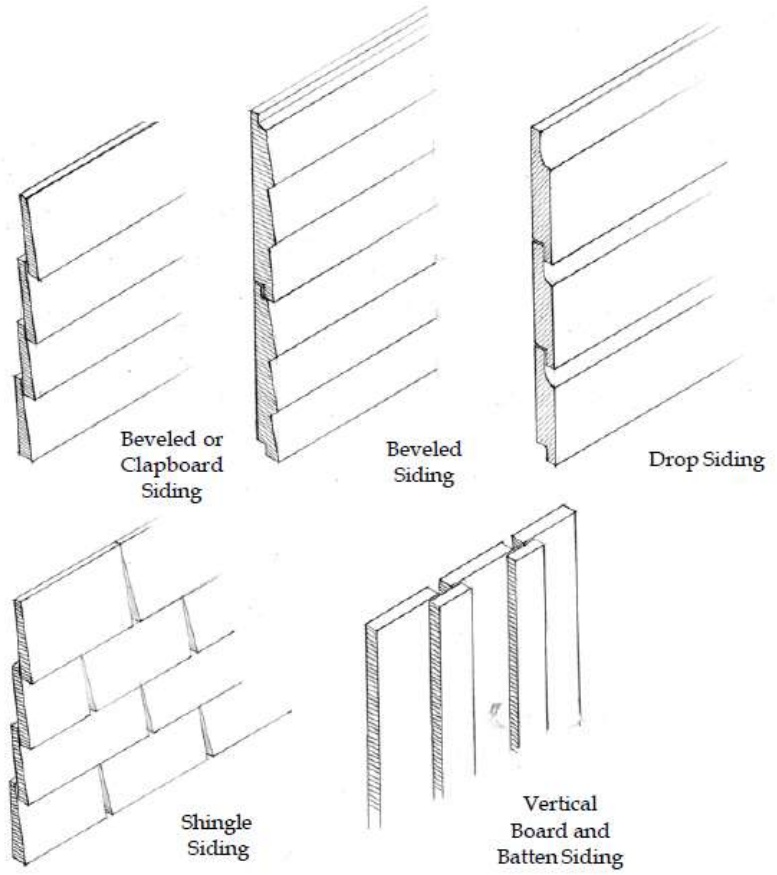
Guidelines for Exterior Change

- Do not cover masonry surfaces with any other material, such as siding.
- If a structurally unsound or collapsing wall requires reconstruction, make sure that the new brick matches the existing as closely as possible. Use bricks of the same size, color and texture as the existing brick. Use mortar that matches the existing and is tooled or finished in the same manner.
- Avoid closing in or enlarging existing masonry openings, particularly on primary facades. If an opening is closed in on a secondary side or rear of the building, use the same materials (brick, stucco or stone) as the rest of the building.
- Follow all guidelines in the section above on maintenance and repair.
- If an element of masonry is either missing or severely damaged, replace that element with a new piece that matches the original as closely as possible in material, appearance, color, form and texture. If an important element is missing, consult old photographs or look for visual clues on the building to determine its original appearance.
- Do not paint unpainted stone, brick or concrete. The natural colors of these features are part of the character of the historic district that is being preserved.
- Avoid removing paint from historically painted masonry walls. The paint was sometimes added as a protection for the brick or to hide previous alterations.

Wood Siding and Trim

Wood is the most common building material in Canal Winchester. The majority of frame buildings in the city are covered with horizontal beveled or lap wood siding, or clapboard. Wood shingles are used as a historic siding material in some cases, and are often found as decorative elements in gables. Some outbuildings have vertical board and batten siding. Wood is also important as a trim material, particularly as plain or decorative surroundings for windows and doors.

Historic Wood Siding Types



Wood is a high quality material that can last indefinitely if it is maintained. It must be kept painted to protect it from the effects of too much moisture. Unfortunately, it is the need to maintain and repaint that motivates some people to cover their building in artificial siding, believing that the imitation material will be maintenance free. Despite manufacturers' claims, no material is entirely maintenance free.

Artificial siding is strongly discouraged in the Historic District of Canal Winchester. Among the problems with artificial siding:

- Artificial siding can diminish the craftsmanship and details of a building and, by extension, the community.
- Artificial siding conceals problems with the wood underneath, which may progress to the point where expensive structural repairs are required.
- Artificial siding is not maintenance free; it can dent or crack, fade and lose gloss over time. It will eventually have to be painted or replaced.
- Artificial siding is difficult to repair. When pieces need to be replaced, the manufacturer may not be able to match it exactly.

Appropriate & Inappropriate Siding Practices

Original siding and wood trim intact.

Inappropriate remodeling; the porch and trim have been removed and artificial siding of the wrong dimension has been added

Guidelines for Maintenance and Repair

- Keep wood siding and trim in good condition through a regular system of maintenance that includes repainting. Prepare wood properly by scraping it down to the next sound layer and applying the proper type of paint. Consider painting different sides of the building on a rotating basis to save yearly costs.
- Identify and eliminate sources of excess moisture, such as leaking gutters or downspouts or shrubs planted too close to the foundation. If paint won't adhere to wood, it is usually due to a problem with moisture. After the problem is corrected, allow the wood to dry out before repainting.
- If a section of siding or trim is badly deteriorated (dry rot, splitting or missing pieces) and cannot be repaired, replace the damaged section only using wood that matches the existing in dimension and appearance. Painting will enable the repair to be barely noticeable. This type of "selective replacement" is cost-effective and it allows the originally material to remain intact.

Guidelines for Exterior Change

- Siding should follow the traditional patterns and dimensions that are exhibited in the district's older buildings. Most buildings have horizontal beveled or overlapping clapboards, typically with a four-inch or narrow exposure. Exposures wider than four inches are not recommended for most buildings.
- Sided buildings should be trimmed with corner boards and window or door casings of appropriate dimension.
- Avoid using diagonal siding, vertical siding (outbuildings are the exception), T-111 siding, asbestos shingle siding, fake stone, fake brick, rustic siding, or other non-traditional siding types on city buildings.
- Shingle siding should only be used where it originally existed.
- Do not cover brick buildings with siding.
- Follow all guidelines in the section above on maintenance and repair.
- Make every effort to retain, repair and expose the original wood siding on your building. If the building is currently covered with artificial siding, consider removing this later material to return the property to its original look.

Original wood siding and wood window Trim provides rich detail.

- If areas of siding have deteriorated or are damaged beyond repair, begin by replacing the damaged areas only using "selective replacement." New wood boards or trim pieces that match the existing in dimension and profile should be installed to replace damaged areas.

- Artificial Siding

  While application of artificial siding to existing buildings is strongly discouraged in the historic district, it may be approved in rare cases. If a proposal is made to cover original historic siding with an artificial siding material, be prepared to provide documentation that will justify the request. Please note: *The use of artificial siding will be considered only after all other courses of action have been explored and documented as unworkable.*

  The process for gaining approval to install artificial siding in the historic district is described below:

  <u>The Property Owner must provide:</u>

  1. Close up color photographs of current conditions.
  2. Documented history of paint problems and past efforts to solve (minimum past five years).
  3. Detailed cost comparison of repainting vs. replacement.

  <u>The Landmarks Commission shall evaluate:</u>

  1. The age and significance of the building and its importance to the character of the Historic District.
  2. The contribution that wood or wood based composite material siding makes to the building's character.
  3. Information provided by the Property Owner on the condition, paint history and costs.
  4. How the merits of the individual project compare to the recommendations provided by the National Park Service in the Preservation Brief that is titled "Aluminum and Vinyl Siding on Historic Building."

  The use of artificial siding materials will be approved ONLY when the Landmarks Commission determines that their use will not severely diminish the historic integrity or value of the building or the historic district, or cause further damage to the building.

  If artificial siding is approved, its application must follow these guidelines:

  1. Any sources of moisture must first be corrected so that damage does not continue.
  2. The original siding must be left in place.
  3. Only horizontal siding may be covered.

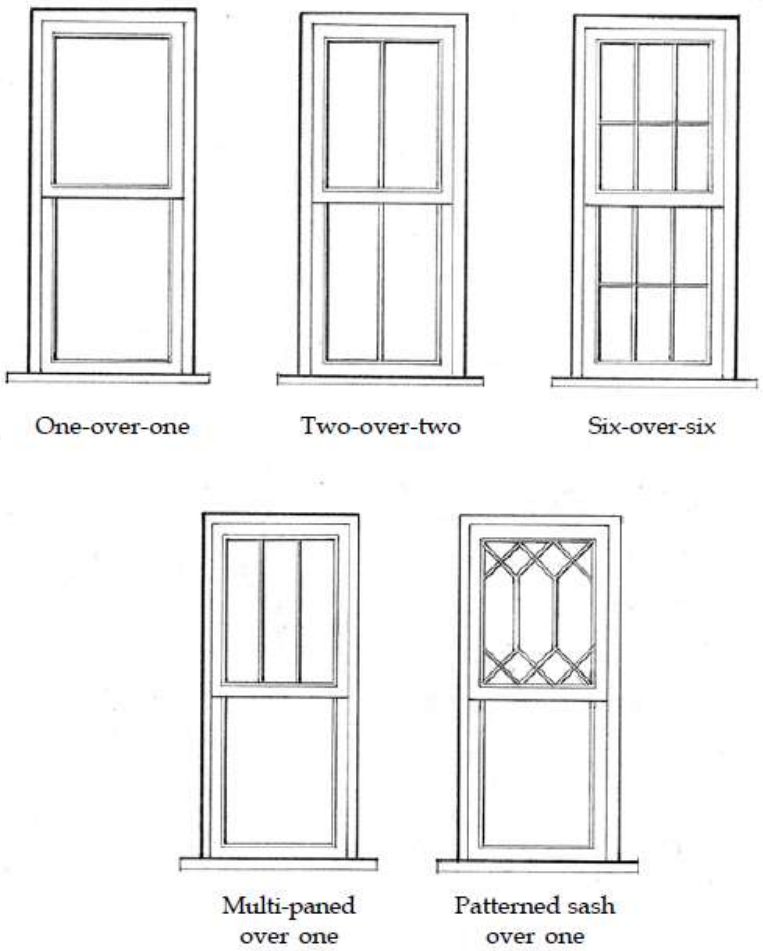
5. The horizontal siding must match the dimensions of the original wood siding.
6. Aluminum, smooth vinyl, or smooth cement fiber siding may be used.
7. Decorative wood trim pieces, including patterned shingles or other wood features, must remain exposed and be painted. No wrapping of architectural details with artificial materials.
8. If necessary, a J-channel may be used to butt the siding up to original wood pieces.

Windows

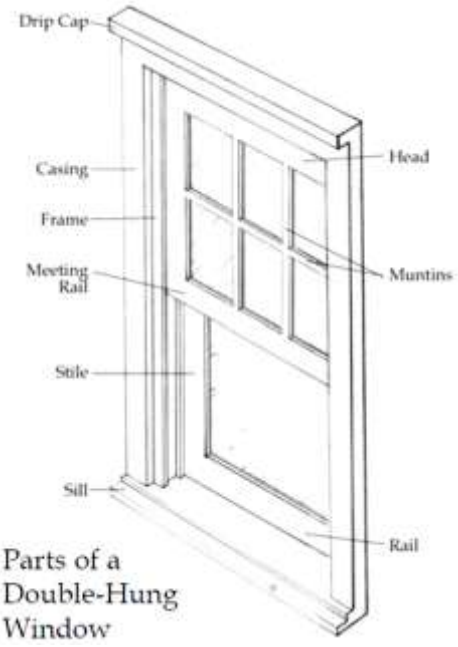
Windows contribute to the character of an older building in a significant way. In simple buildings, the number, spacing and design of windows really help to define its character. The same holds true for buildings designed in styles that are more ornate, as the builder often used windows to enhance the building's character and further define its style. In addition to the placement and size of window openings, the design and appearance of the window itself is very important.

Most original windows in Canal Winchester were built of wood and double-hung, with two equal-sized sash. T he earliest of these windows have sash with multiple panes, with a six-over-six pattern being the most common in Canal Winchester. Later in the 19th century, as window technology improved, sash with larger panes were made. Two-over-two sash became common in buildings designed during the Italianate period. Windows with one-over-one panes were commonly used beginning in about 1885, and this type of window can be found on all types of buildings built after this time. The early 20th century Revival styles marked a return in some cases to multi-paned sash, which were intended to evoke the earlier period. Other historic window types include hinged casement windows, which were popular on some early 1900s buildings.

Common Double-Hung Wood Window Styles



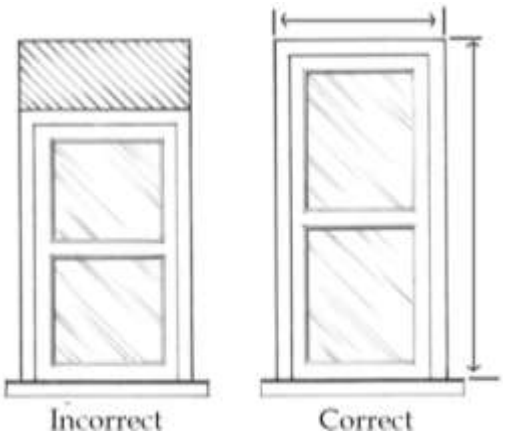
Guidelines for Maintenance and Repair



Parts of a Double-Hung Window

- Keep older windows painted and in good repair to protect from water infiltration, which does the most damage.
- If parts of a window are deteriorated, but other parts can be salvaged, consider replacing only those elements that are damaged. This type of "selective replacement" should be done with pieces milled to match the original as closely as possible.
- Retain historic glass and protect it during repairs. If glass is cracked or missing, new glass panes can be installed. Replacement glass should be clear and without tint.
- If wooden storm windows exist on your building, make sure that they are kept painted and in good repair. If you have wood windows, consider adding wood storms to enhance the building's character and increase energy efficiency.

Guidelines for Exterior Change



Replacement windows should fit the opening exactly. The window opening on the left has been downsized to accommodate the wrong size window. The window is smaller than the original opening and is inappropriate.

- Retain original window sizes and locations, particularly on the main façade and visible side elevations. Avoid changing the structural dimensions of an opening by making it larger or smaller than it was historically.
- If window units are being replaced, make sure that the new window fits the existing opening exactly. In particular, do not order windows that are too small for the opening and then try to make them "fit" by filling in the gaps with other materials.
- The addition of picture windows, bay windows or other types of structural modifications to window openings should not be made to a building's primary facades (including sides that are visible from the street). Limit such changes to the rear of the building.

- Make every effort to maintain and repair older or historic windows in your building.
- If windows are extremely deteriorated (severe rotting, splitting, broken and missing pieces), replacement may be an option. Be prepared to demonstrate the need for replacement with photos that show the deterioration.
- First determine if the window is historic, meaning that it is either original to the building or at least 50 years old. If it is a historic window, then the following is recommended:
    1. Replace the window with a new window that matches the existing in physical appearance, including material. Replace historic wood windows with wood, and replace historic metal windows with metal. The dimensions of the sash members and muntins should be very close to the originals (with a variance of no more than about ½ inch, if possible).
    2. If the historic window is multi-paned, the most authentic choice is true "through-the-glass" muntins, rather than applied or sandwiched muntins that are often sold with insulated glass windows today.
    3. If true muntins cannot be used because of insulated glass, the Landmarks Commission may approve a window with muntins that are applied to the exterior and interior of the glass with a spacer between. The profile of the muntin should be very close in appearance to the original. Muntins that are sandwiched between the glass or very flat in appearance should not be used.
- If the window is not historic (added within the last 50 years) and replacement is proposed, then the following is recommended:
    1. The first choice is to replace the window with a new wood window. Since a non-historic window is being replaced, however, alternate materials (all-vinyl), all-aluminum or vinyl or aluminum clad wood windows) may be used.
    2. Regardless of the material used, replacement windows should be dimensioned so that they are appropriate to the style and character of the building.
    3. If the original window style for the building is known (through old photos or perhaps through an original window that still exists somewhere on the building), then replacement windows may duplicate this design.
    4. If the original design is unknown, than a 1-over-1 sash is an economical choice that would be compatible with most historic buildings.

- Use exterior or interior storm windows to increase energy efficiency. Wood storm windows are encouraged, as they are most appropriate for older buildings. They are usually affixed inside the window frame, and are removable. Metal storm windows can also be used in the Historic District. Choose a color that blends with the color of the building, avoiding a metallic or brushed-aluminum finish.
- In all cases, make sure that the storm window fits the opening exactly and maintains the original sight lines of the window. If the storm window is divided into upper and lower sashes, then the division (known as the meeting rail) should line up with that of the window behind it. Also acceptable is a full-light storm window (without division).

An example of a storm window that is properly sized and aligns with the original window meeting rail.

- Add window shutters only to buildings that originally had them. Look for signs on the building, like old hinges, shutter dogs (used to hold the shutter open), or marks where hardware once existed. Old photos can be another source.
- If shutters seem appropriate, they must meet the following guidelines:
    1. They must be made of wood or a close substitute.
    2. The traditional wood-slat shutter is most appropriate.
    3. Shutters must be proportional to the window openings, so that they will fit the opening exactly when closed.
    4. They do not have to be operable, but they should appear to be.
- Size window boxes to the width of the opening, and locate below the windowsill.

An example of an original two-over- two sash window with operable wood shutters in Old Town.

Doors and Entrances

Entrance doors are an important aspect of a building's original design, including the style and material of the door itself, any associated design elements surrounding the door, and the placement of the entry on the building.

The style and character of a building entrance often depends upon the style and age of the building. Doors from the early to mid-19th century were solid wood doors, typically with six panels. During the late 19th century, entry doors were sometimes embellished with carved ornamentation, could have glass in the upper half, and were sometimes set as a pair. Doors from the early 20th entry returned to a simple design, but glass continued to be used in the upper half and sometimes nearly the full height was glass. Transoms, a panel of glass above the door, are common in Canal Winchester doors. Less common are sidelights, glass windows to one or both sides of the door, but these are identified with certain early 19th and early 20th century styles.

Four-panel wood door with transom in Old Town.

Full glazed entry door with full transom and sidelights.

Guidelines for Maintenance and Repair

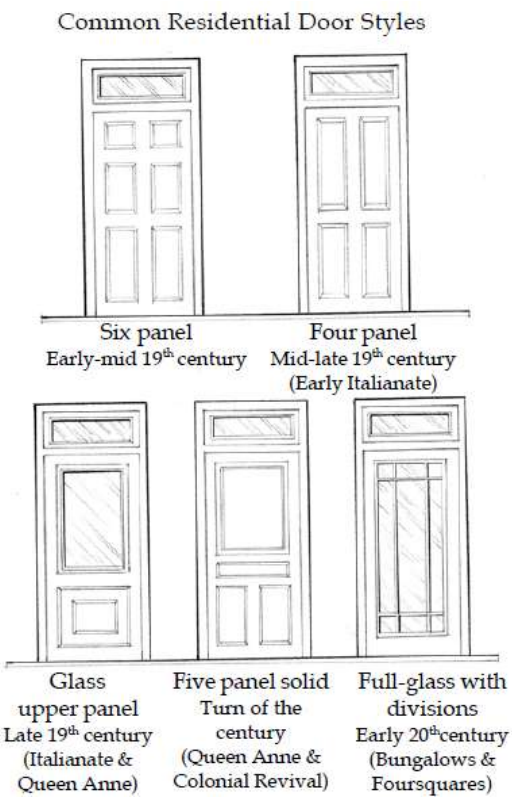
- Minor problems with wood doors can be solved without going to the trouble (and expense) of replacement. Door edges can be sanded to keep doors from sticking. If gaps exist between the door and its frame, consider adding thin wood strips (painted or stained to match) to the edges of the door.
- If a portion of the door is rotted or damaged, and must be replaced, make sure that the new piece matches the existing as closely as possible. Replace hardware with pieces in a similar style.
- Make needed repairs to the door framing and any trim that is part of the original design of the building. Do not cover these elements with aluminum or vinyl.
- Preserve original transoms and sidelights, replacing glass panes where they are broken or missing.

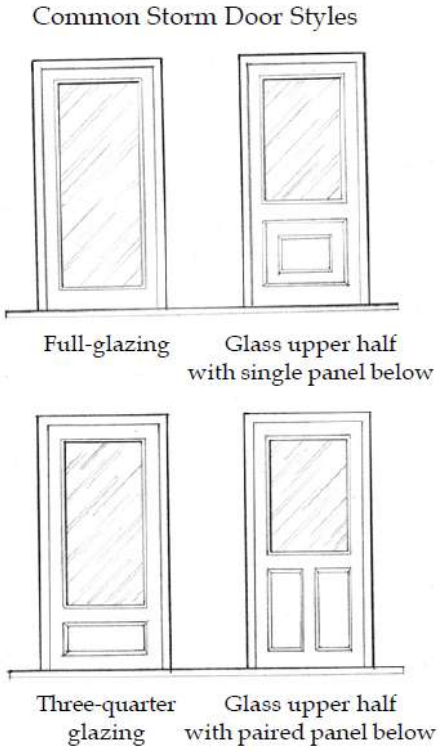
Guidelines for Exterior Change

- Retain original entrance sizes and locations, particularly on the main façade. Avoid changing the dimensions of an opening by making it larger or smaller than it was historically.
- If interior remodeling results in a front door that is no longer used, leave the door and its features intact on the outside. The interior may be blocked with drywall, but the door should still appear as a door from the outside.
- Preserve historic doors, their hardware and framing to the greatest extent possible. Maintain existing transoms or sidelights.
- If a historic door is badly deteriorated (warped or rotted) and cannot be preserved, choose a replacement that matches the original design and material as closely as possible.
- If an original door has already been replaced with a modern door, look for evidence (such as old photographs) that will help determine the original design. If nothing exists, choose a simple replacement door that reflects the style or age of the building as closely as possible. (See Illustration for examples of appropriate doors for different periods in Canal Winchester.)
- Use wood for replacement doors on main facades in the district. As a general rule, the wood door should be painted unless evidence shows that a stained door was used originally.
- Metal may be used as a replacement material for secondary side or rear doors, although wood would still be the best choice. Keep the design of the door simple and compatible with the building.

- Don't attempt to "dress up" an entrance by giving it a more "character" than it originally had. Adding extra ornamentation, windows with beveled or stained glass, or a door with an ornate design is not recommended.
- Storm doors are an appropriate solution for energy conservation. Either wood or metal storm doors can be used, although wood is more appropriate on historic buildings. If metal is used, choose a finish that complements the color of the building or its trim; do not use brushed-aluminum doors. A storm door that allows a full view of the door behind it is preferred. (See Illustration for examples of appropriate designs.)

The full-glazed storm door provides light and visibility to the interior.





Porches

Residential porches are an important part of the overall character of Canal Winchester and contribute to its charm. Historically, porches serve a visual, social and functional purpose, providing a transition between the building's interior and its exterior environment, between the private and public realm. In the days before air conditioning, porches provided an important place to cool down in the summer.

A variety of porch styles and materials are present in the community. Depending upon the period when they were built and the style that was used, the front porch can be grand and sweeping, or small and compact; sturdy looking or delicate and light. Most of the porches in Canal Winchester are built of wood, but may have stone or brick foundations. Brick and concrete were also used during the early 1900s for porch piers and railings. Historically, most porches in the community were one-story; two-story porches were rare and are not appropriate on most buildings.

Guidelines for Maintenance and Repair

- Keep original porch elements in good repair. Make sure that the porch roof is sound and that gutters and downspouts are functioning properly. Take care of any moisture problems before making repairs.
- Repair wood elements by consolidating, patching and splicing, and keep wood painted. Always scrape wood surfaces down to the next sound layer before repainting. Carefully hand scrape detailed features such as brackets, columns or balusters.
- Retain original wood tongue & groove flooring and bead board ceilings that were used on most porches. If some areas are damaged, replace those areas to match the remainder of the surface.
- If decorative wood elements, such as brackets or posts, have begun to deteriorate, make every effort to repair them before deciding upon replacement.
- Retain original slate, tile or metal porch roofs, making repairs as needed.

Guidelines for Exterior change

- Avoid removing historic porches, even if the building has changed use or if the porch door is no longer being used as the main entrance. If the porch is not original to the building, it still may be important to preserve.
- If a new front porch is proposed, it should be kept open in traditional porch form. Avoid constructing screened-in or glass-enclosed porches on the front of a building. This type of porch should be restricted to less visible sides of the building.
- Keep porches one story in height. Two-story porches are generally not traditional for the city.

- If a porch originally existed on your building but was removed sometime in the past, it may be possible to construct a new porch to replace the old. Check for evidence of the original design – through historic photographs or sometimes through clues like paint shadows on the building.
- If the design of an original porch is unknown, the replacement porch should be simple in design. Frame construction is best for this approach. Keep the porch in proportion to the house, whether it covers the entire façade or just the front door.
- Do not enclose front porches in an effort to create a room addition for the house. Limit enclosures to rear porches only.
- If a rear porch is being enclosed, make the enclosure architecturally sensitive by retaining elements of the original porch. Place the enclosure inside the porch railing and supports. Use wood for the enclosure, rather than more permanent materials such as stucco or stone. Use windows to give the porch a feeling of transparency.
- If railings are required because of building code requirements, keep them simple by using materials such as painted wood, pipe rail or plan wrought iron.
- Follow all guidelines in the section above on maintenance and repair.
- Make every effort to retain and repair original or historic porches, even if some changes have been made.
- If an original porch element is so deteriorated that it cannot be repaired, it should be replaced to match. The dimensions of historic porch columns, balusters, railings and brackets are usually different from stock replacement pieces that are carried by lumberyards. If re placement is needed, then the piece should be made to match as closely as possible.
- Do not replace columns or porch railings with wrought iron, as this material would not have been used historically.
- If your building never had a front porch, then it is best not to add one. Decorative window hoodmolds on the facades of some buildings, for example, were meant to be visible. In some of the earliest buildings, a front stoop took the place of a porch.
- Avoid trying to make a new or existing porch look more “historic” by adding too many architectural details. If accuracy is not possible from historic photographs, then it is best to design a simple porch that is compatible with the style of the building.
- If an original porch roof must be replaced because of condition, the new material should match the existing as closely as possible. If the original material cannot be used, then the porch roof should match the roof of the main building.

A sampling of traditional Canal Winchester porches, in wood, brick and concrete.

Awnings

Awnings can be successfully used to add color, provide a place for signage, or provide shelter from sun or rain. Retractable fabric awnings were traditionally used in downtown Canal Winchester as a means of controlling summer heat gain into the expanse of glass. Awnings were sometimes used on upper floor windows of commercial buildings for the same reason. In addition, window or porch awnings were used on some city homes, particularly on those styles popular during the early 20th century. Awnings were less frequently used on buildings from the 19th century.

A traditional fabric storefront awning in downtown Canal Winchester.

A good example of a porch awning. This works because the awning has a traditional design (with loose edges), and it does not interfere with the architectural features of the porch itself.

Fabric window awnings are used to shelter the side windows of this commercial building from the south sun.

Guidelines for Maintenance and Repair

- Retain and repair any surviving historic awning hardware, particularly retractable frames. Use these features again is possible.
- The lift of fabric awnings can be extended through a regular program of maintenance. Some awning manufacturers offer a winter storage service where they will remove the awning in the fall and reinstall it in the spring. If awnings stay up year round, make sure that they are checked periodically.
- Keep awnings in good repair, fixing any tears as soon as they appear. Fabric awnings should be cleaned about once every three years.

Guidelines for Exterior Change

- For older buildings, use only canvas or fabric awnings in a traditional design (see below). Modern structures or new buildings may have greater flexibility in awning type, material and design.
- Signage may be placed on awnings adhering the Signage section of these Old Town Guidelines.
- Follow zoning regulations regarding the height of awnings over the sidewalk.
- Follow all guidelines in the section above on maintenance and repair.
- For older buildings, use only canvas or fabric awnings in a traditional design. Either a solid color or a striped pattern is appropriate for most buildings. Choose colors that are compatible with the building and its trim colors. Keep the number of colors to one or two (sometimes a third color is introduced as an accent).
- Select awnings with a traditional triangular shape, as this is appropriate for most openings. Sides of the awning may be closed with fabric or open for a more contemporary look. Keep the awning edge (the valance) loose rather than making it rigid with interior piping. The edge may be scalloped or straight. Do not use rounded or bullnose awnings, unless the window that you are covering is round-headed.
- Take cues from the building in locating your awning. Most commercial awnings are attached in the area above the storefront's display windows. Window awnings should attach at the very top of the window. The awning width should cover the opening, but not be so wide as to obscure other architectural features of the building.
- If a commercial building has more than one storefront, use individual storefront awnings rather than one long awning. Coordinate the appearance of side-by-side awnings.
- Not every building should have an awning. Especially avoid adding awnings to early 19th century residential buildings, particularly those that have very plain window and door openings. The "flat" appearance of the facade is an important part of the character of many of these structures

- Do not add awnings if they will cover up important architectural features (such as decorative window trim).
- Residential porches from the late 19th or early 20th centuries may be an appropriate place to consider an awning. Keep the awning below the porch cornice.

Storefronts

Downtown Canal Winchester has several 19th and early 20th century buildings with traditional storefronts. These typically feature display windows that rest on a bulkhead, or low wall. The entrance, which may be located in the center or to one side, can be recessed or flush with the wall. Transom windows are often located above the display windows and front door; these were intended to provide even more light to the storefront interior.

Wood, sandstone, cast iron and brick are all materials that appear in Canal Winchester's historic storefronts. There are completely intact storefronts in the downtown, as well as storefronts that have been altered. Typical alterations include filling in display windows with smaller windows, replacing bulkheads below the windows with a different material, or changing the locations and design of entrances. The ground floor in some older commercial buildings has been completely changed, with no elements of the storefront remaining.

This Canal Winchester hardware store has all of the traditional features of an early 20th century storefront. The front mostly consists of display windows, with minimal framing to maintain the view. The full-light wood entry door is set into a recess with a tall transom above and a tiled vestibule.

Guidelines for Maintenance and Repair

- Keep wood storefronts painted (not varnished) and in good repair. Wood bulkheads (the low panel at the sidewalk) can be subject to the most deterioration. These and other wood elements, such as brackets and trim, should be repaired or replaced to match with the same material and design. See the Historic District Rehabilitation Guidelines section on Wood Siding and Trim for further information.
- Keep masonry elements of storefronts in good repair. See the section on Masonry for further information.

Guidelines for Exterior Change

- Follow all guidelines in the section above on maintenance and repair.
- Make every effort to preserve any surviving elements of an original or historic storefront. Look for bulkhead panels below the windows, original piers between windows, transoms, and door openings. If they are severely deteriorated or damaged, they should be replaced to match.
- If "infill" materials have been added to the storefront over the years, consider removing them to return the storefront to its earlier appearance. Inappropriate alterations may include mansard canopy roofs, blocked-in windows, or modern doors replacements.

Decorative storefront details are undisturbed beneath this storefront awning.

- If window glazing is being replaced, make sure that the new windows are clear glass (tempered glass may be used for large display windows). Large traditional display windows should generally be without divisions. Replace only the glazing, keeping the framing intact.
- Avoid downsizing or enlarging original openings. Keep doors in their historic locations.

- If the original storefront has been completely removed and a modern front installed, three solutions are possible:
    1. Use old photographs to guide the restoration of an original storefront design. Be careful to preserve any original elements that may be uncovered and use these as part of the recreated storefront. Be faithful to the original design; if it cannot be determined, it is best to install a contemporary storefront.
    2. If no historic photos or physical evidence exists, a completely new (and compatible) storefront could be designed. The new storefront should be built of wood in a very simple and straightforward design that is compatible with the age and style of the building.
    3. Keep the storefront as is, making minor improvements that might help soften a modern front, such as awnings or repainting.
- Avoid using materials that would not have been used historically on storefronts, including brick infill, varnished wood, stained or tinted glass, artificial siding, or diagonal or other unusual siding treatments.
- Do not paint historic brick or stone masonry that has never been painted, including storefronts piers, and door or windowsills. Keep wood elements painted.

Commercial Conversions

Special challenges exist when residential buildings are converted to commercial use. The primary goal for these commercial conversions in Old Town is to maintain the original historic character of the building, while enabling the new use to be functional and visible. To preserve the building's historic character, refer to the specific guidelines that address such topics as wood siding and trim, masonry, porches, windows, doors, roofs, new additions, and site work. Following are specific guidelines that address commercial conversions.

Guidelines for Exterior Change

- Keep windows and doors in their existing sizes and locations. Avoid making alterations intended to make the building look more "commercial" by providing a larger entry or a large window for display.
- Maintain front porches in their original form. Do not enclose front porches to create more sales area.
- Keep signs in scale with the building, and choose a style and placement that is compatible with its architectural character. Freestanding signs work will for residential buildings with front yards. If space allows, a simple wall sign can be effective. Another approach is to hang a sign below the eaves of the porch, again keeping it in scale with the porch and the building.
- If off-street parking is being added, restrict the location to the rear of the lot, with access off of an alley if possible. Front or side yards are not recommended for parking.
- For handicapped accessibility, place ramps or lifts in an inconspicuous location. Use rear or side doors for this purpose, rather than front doors.

An example of a quality commercial conversion on North High Street with preserved windows, door and porch. The sign is also properly scaled for the building.

Garages and Outbuildings

Garages and outbuildings, including sheds, carriage houses, and other types of storage farm-related buildings, are important components of Old Town's village atmosphere. Usually located along rear alleys or toward the rear of a property, these buildings are usually built of frame, with a small scale and modest materials. Some small brick outbuildings are also present. Some garages from the 1920s and 1930s mimicked the style and materials of the house, and are important to its overall character.

Guidelines for Maintenance and Repair

- Repair and maintain original carriage houses, garages and other outbuildings. Keep the form and proportions of the buildings intact in any renovation.
- Keep historic windows, siding, doors, and roofing materials intact on these buildings. If parts of these features are deteriorated beyond repair, the first choice is to replace them with new elements to match, using the same materials as the original.

A well-preserved frame garage in Old Town with wood siding.

Guidelines for Exterior Change

- All additions and modifications to original carriage houses, garages or outbuildings should be visually compatible with the existing structure.
- If replacement of siding, roofing or trim is required, match the original in materials, dimensions and design.
- Maintain the appearance and operation of sliding or hinged carriage house or garage doors, as these contribute to the character of the district. If a roll-up door is proposed to replace a deteriorated historic door on a garage, consider asking a carpenter to add matching trim to a new flush wood door to replicate the original character of the door. Roll-up doors should not be added to carriage houses.

The Old Town has a number of small brick out-buildings, most likely used as smoke houses

This carriage house is one of several that still exist in the city.

Institutional Buildings

Old Town Canal Winchester contains a rich collection of institutional buildings, particularly its churches and a historic school. These buildings are landmarks in the community because of their distinctive architectural character.

Like the typical property owner, churches and schools require routine maintenance to ensure their long life. Special features associated with these buildings include such items as unusual window types (including stained glass), large-scale front doors and monumental entries, steeples and bell towers, and quality materials such as brick, slate and limestone. Sometimes additions are proposed, and decisions must be made about where these would best be located. These building types also face some issues that are different from those facing the typical homeowner, including questions about signage, parking, and handicapped accessibility.

Guidelines for Maintenance and Repair

- Important character-defining features of institutional buildings should be carefully maintained, including wood doors, original windows, masonry walls and trim, slate roofs, and other details that distinguish the building. Please see the sections of the guidelines that relate to each of these topics for further guidance.

Guidelines for Exterior Change

- Locate additions to churches and schools to the rear of the building to the greatest extent possible. The dominant original form of these buildings should be maintained, with any addition having as little impact as possible upon the main building. Care should be taken to blend the materials and design of the addition with the original building.
- Locate wheelchair ramps or lifts at side or rear entrances rather than on the main façade. The design of ramps and handrails should be clean and simple in design so that they do not compete with or detract from the building itself. See the section on handicapped access for further guidance.
- Maintain original windows, doors, entrances, and ornamentation in place. If these elements are deteriorated, they should be repaired or replaced in kind if possible. Even if a feature is no longer being used, such as an entrance, it should be kept intact rather than being removed or covered over.
- If doors are to be replaced, maintain the solid feel, architectural detail and size of the originals. Use historic photos as a guide to determine what features are original and what may have been added later.
- Avoid removing significant windows, such as the stained glass windows of a church. These windows are an important part of the building's character and the history of the individual church.
- Signage should be subtle, kept low to the ground, and made of materials that are compatible with the building itself. Use traditional materials such as wood or brick. If brick is used as a base for a sign, the brick color should match the color of the brick in the building. Signs may be lighted from the exterior, but may not be interior-lit. The sign should be visible to the passerby, but not placed in a location that intrudes upon a view of the building. Although these buildings have a large scale, their signs should be kept to a pedestrian scale. Finally, no more than one sign should be used for each building. Please see the section on signage for further guidance.
- Existing parking lots should be maintained and screened or landscaped so that their appearance is enhanced. Any expansion of parking should be made to the rear of buildings, but not if their development means that other buildings have to be demolished. Parking can be accommodated in other ways, including sharing of existing lots and appropriate use of on-street parking.

Demolition Considerations

Any request for demolition in the Historic District must be reviewed and approved by the Landmarks Commission.

Demolition of an older or historic building can be a difficult decision in a community that is attempting to preserve its heritage. In an ideal world, all historic buildings in the Old Town area of Canal Winchester would be preserved, rehabilitated and put to an economical and appropriate use. Sometimes, however, other factors enter in, and the community has to weigh the pros and cons of demolition and the impact that it will have on the historic character of the community.

When demolition of a building is proposed, it is the job of the appropriate commission to carefully evaluate the proposal to determine all of the facts and to make a decision about whether or not the loss of the building is acceptable. In order for a proposed demolition to be considered, these steps must be followed:

1. The appropriate commission must first determine whether the subject property merits in-depth review. If demolition is proposed for a modern building without historic or architectural merit, for example, then the Commission may determine that its demolition is appropriate without conducting an in-depth review.
2. If the Commission determines that a property merits an in-depth review, then the following would be required:

   The Property Owner must provide:

   - Complete photographic documentation of the building, inside and out, showing existing conditions;
   - Written evaluation of the building's condition by an architect, structural engineer, or other building professional;
   - Statement of needs outlining the reasons for demolition;
   - Written evaluation of alternatives to demolition that have been considered;
   - Architectural plans for the building site; and
   - Demonstration of financing and a written statement of intention to build.

The Landmarks Commission evaluates:

- The significance of the building and its importance to a) the character of the Old Town or b) the character of the streetscape. Would the loss of the building severely diminish the appearance and value of the Old Town?
- The building's condition. Examine photos and written evidence of the building's condition as provided by a qualified architect, structural engineer or other building professional. Have all possible scenarios for rehabilitation been examined?
- The reasons the owner wants to demolish the building. Has the owner investigated alternatives that would retain the building and make it economically viable? If the building's condition is an issue, has the owner allowed the building to deteriorate over a long period of time, creating his or her own hardship?
- The plans for the site. Would the proposed project enhance the physical character of the Old Town? Does it complement the existing streetscape? Does it meet an identified community need (other than parking)? Proposed plans must be submitted for approval at the same time that the demolition is proposed. No historic building should be demolished for the creation of parking.

Preservation District Rehabilitation Guidelines

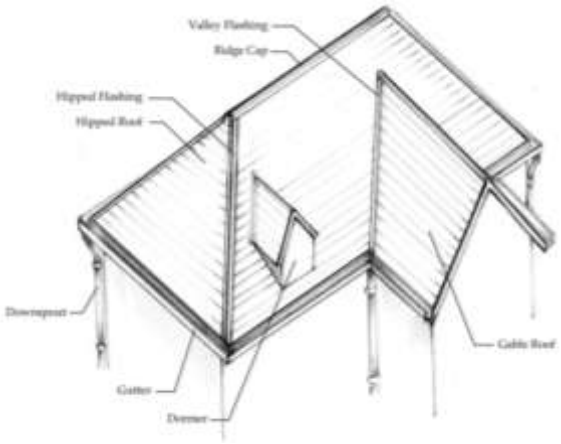
Roofs, Gutters and Downspouts

A building's roof, gutter and downspout system serves a critically important function – to collect and remove water or snow from the building in the most efficient way possible. In addition to its function, though, the roof is an important element of the building's design. Significant visual features include the roof's shape, its materials, and any special features (such as dormers, towers or turrets, or iron cresting). The most common roof shape in Canal Winchester is the gabled roof, followed by the hipped roof. While many buildings have a simple roofline, others are more complex, with a combined hip and gable form. Flat roofs are found on many of the commercial buildings, with a roof pitch that gently slopes to the back of the building.

The most common roofing material in Canal Winchester is asphalt or composition shingles, as many older roofs have been replaced with these materials over time. Several buildings, however, retain their original slate or standing seam metal roofs from the late 19th or early 20th centuries. To the extent possible, these materials should be preserved.

Original slate roofs in a "fish scale" design exist in good condition on a large number of Old Town properties.

Standing-seam metal roofs give a distinctive character to a number of residential cottages in Old Town. The material was also favored for the roofs of garages, sheds, and other outbuildings.



Roof Elements

Guidelines for Maintenance and Repair

Roofs

- Keep roofs in good condition, making repairs as needed. Holes and breaks in metal roofs can be patched with a compatible metal; individual slates or clay tiles can be replaced to match.
- Patch holes or breaks in metal roofs with a compatible metal. Keep metal roofs painted to prevent rust. Avoid covering the roof with a tar or asphalt coating, as this can eventually cause further deterioration of the metal.
- If individual slates or roof tiles are broken or missing, replace them with matching pieces. Make sure that the repaired area matches the existing as closely as possible, as mismatched materials look unattractive.
- When re-roofing, avoid installing the new covering directly over an existing roof material unless it is required for structural reasons. Multiple layers of roofing can result in an uneven appearance and make future leaks difficult to detect.
- Keep roof flashing at ridges, valleys and chimneys in good condition.

Gutters and Downspouts

- Make sure that gutters and downspouts are working properly to shed water from the roof to the ground and away from the building. Repair bent or sagging gutters and broken or split downspouts as soon as these problems appear.
- Direct downspout runoff away from the building by one of the following methods:
    1. connecting to an underground drain
    2. emptying into a splash block
    3. using an “elbow” that sends the water away from the building.
- Replace deteriorated gutters or downspouts with new that match the existing in profile, size and location. Paint gutters and downspouts to blend with the color of the building or its trim.

Guidelines for Exterior Change

- Maintain the existing or original roof form on the building, including the traditional roof shapes of gable and hip roofs that typify the area. Avoid changing the existing roof pitch. Retain flat roofs where they exist, particularly on commercial buildings.
- Avoid making changes to the roof shape by adding towers, cupolas, roof decks, dormers, skylights or other features that did not exist before. If dormers or skylights are needed to make an attic space more functional, locate them toward the rear of the building where they will not be readily visible.

Original chimneys and dormers are important roofline components that should be maintained.

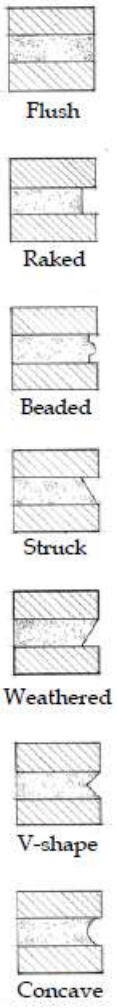
Masonry

Masonry materials in Canal Winchester include brick, stone, stucco, ceramic tile and concrete block. Masonry may be used for cornices, pediments, lintels, stills, and decorative features as well as for wall surfaces. Details such as color, texture, mortar joints and the pattern of masonry strongly influence the overall character of a building.

While masonry is an extremely durable building material and can last for centuries, it can also be susceptible to damage from improper maintenance alteration and cleaning of masonry can dramatically affect both the appearance and the long-term preservation of the building. Remember that experienced professionals should undertake masonry work.

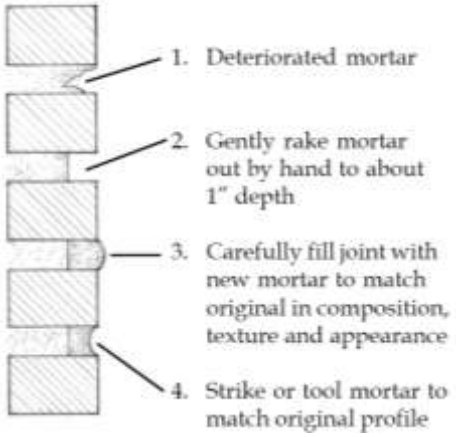
Guidelines for Maintenance and Repair

- Retain original masonry features. Although walls may be the primary masonry feature, elements such as masonry piers, porches, railings, cornices, chimneys, lintels and sills, steps and columns are significant visual elements that should be preserved.
- Repair damaged masonry features by patching, piecing-in or consolidating instead of replacing the entire feature. Use materials that duplicate the original as closely as possible in making your repairs.
- Repoint masonry (by adding new mortar to match the old) only where mortar is crumbling away or missing completely. Especially be mindful of parapets, building corners and other areas where the masonry is exposed to the elements and mortar may have deteriorated.
- Mix new mortar to match the existing in composition, color and texture, and the mortar joints themselves must be tooled to match the existing. An appropriate mortar mix for older buildings is 12 parts sand, 4 parts lime, and 1 part white Portland cement. Choose sand that matches the color and texture of the original.
- Clean masonry only when necessary to halt deterioration or to remove heavy soiling. Remember that the weathered patina of old brick is part of its character. Clean masonry using the gentlest means possible, such as low-pressure water (below 300 psi) and natural bristle brushes. The objective is simply to remove dirt.
- Never sandblast or use any abrasive method to clean brick. Harsh chemicals, such as acidic cleaners, are also not recommended.



Typical Masonry Joint Types
When repointing, match the design of the original joint.

- Avoid using a waterproof sealant for masonry, as this substance can actually trap moisture within the masonry units and cause spalling, or peeling away of layers of the brick
- Repair stucco by removing loose material and patching with new stucco that is similar in composition, color, appearance and texture.



Steps for Repointing a Masonry Joint

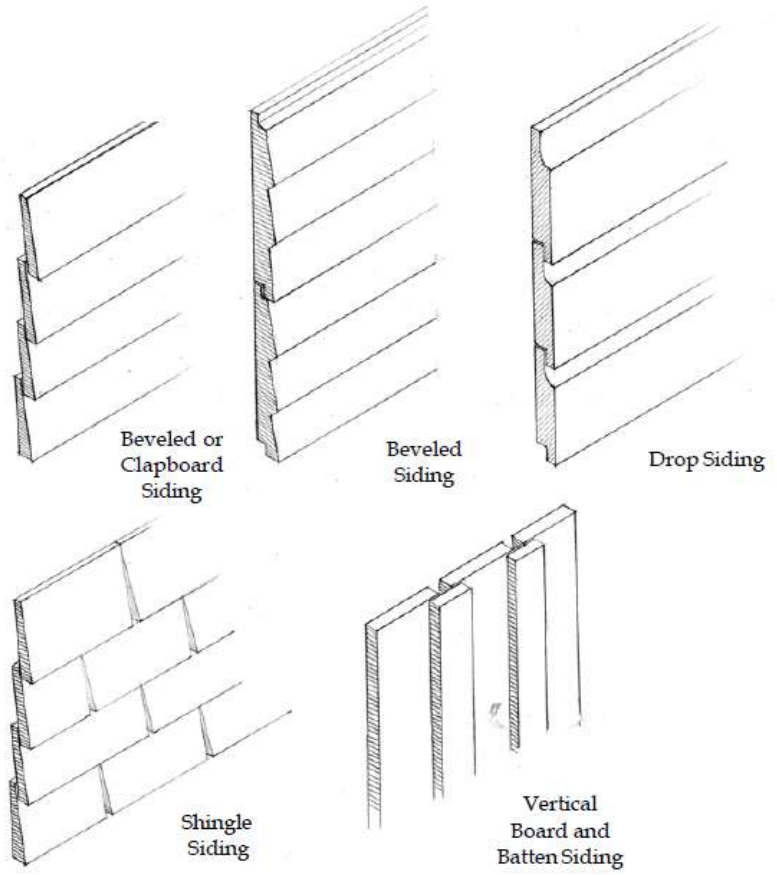
Guidelines for Exterior Change

- Do not cover masonry surfaces with any other material, such as siding.
- If a structurally unsound or collapsing wall requires reconstruction, make sure that the new brick matches the existing as closely as possible. Use bricks of the same size, color and texture as the existing brick. Use mortar that matches the existing and is tooled or finished in the same manner.
- Avoid closing in or enlarging existing masonry openings, particularly on primary facades. If an opening is closed in on a secondary side or rear of the building, use the same materials (brick, stucco or stone) as the rest of the building.

Wood Siding and Trim

Wood is the most common building material in Canal Winchester. The majority of frame buildings in the city are covered with horizontal beveled or lap wood siding, or clapboard. Wood shingles are used as a historic siding material in some cases, and are often found as decorative elements in gables. Some outbuildings have vertical board and batten siding. Wood is also important as a trim material, particularly as plain or decorative surroundings for windows and doors.

Historic Wood Siding Types



Wood is a high quality material that can last indefinitely if it is maintained. It must be kept painted to protect it from the effects of too much moisture. Unfortunately, it is the need to maintain and repaint that motivates some people to cover their building in artificial siding, believing that the imitation material will be maintenance free. Despite manufacturers' claims, no material is entirely maintenance free.

Artificial siding is strongly discouraged in the Preservation District of Canal Winchester. Among the problems with artificial siding:

- Artificial siding can diminish the craftsmanship and details of a building and, by extension, the community.
- Artificial siding conceals problems with the wood underneath, which may progress to the point where expensive structural repairs are required.
- Artificial siding is not maintenance free; it can dent or crack, fade and lose gloss over time. It will eventually have to be painted or replaced.
- Artificial siding is difficult to repair. When pieces need to be replaced, the manufacturer may not be able to match it exactly.

Appropriate & Inappropriate Siding Practices

Original siding and wood trim intact.

Inappropriate remodeling; the porch and trim have been removed and artificial siding of the wrong dimension has been added

Guidelines for Maintenance and Repair

- Keep wood siding and trim in good condition through a regular system of maintenance that includes repainting. Prepare wood properly by scraping it down to the next sound layer and applying the proper type of paint. Consider painting different sides of the building on a rotating basis to save yearly costs.
- Identify and eliminate sources of excess moisture, such as leaking gutters or downspouts or shrubs planted too close to the foundation. If paint won't adhere to wood, it is usually due to a problem with moisture. After the problem is corrected, allow the wood to dry out before repainting.
- If a section of siding or trim is badly deteriorated (dry rot, splitting or missing pieces) and cannot be repaired, replace the damaged section only using wood that matches the existing in dimension and appearance. Painting will enable the repair to be barely noticeable. This type of "selective replacement" is cost-effective and it allows the originally material to remain intact.

Guidelines for Exterior Change

- Wood siding is preferred. The following alternatives are also acceptable in the Preservation District: a wood based composite material, such as hardi Plank, fiber cement siding and organic based material. The application of other artificial siding, including vinyl siding, to existing buildings is strongly discouraged in the Preservation District, although it may be approved in rare cases. The Property Owner will need to provide documentation (see below) that will justify the request to use artificial siding. Please note, the use of artificial siding will be considered only after all other courses of action have been explored and documented as unworkable.

  The Property Owner must provide:

  1. Close up color photographs of current conditions.
  2. Documented history of paint problems and past efforts to solve (minimum past five years).
  3. Detailed cost comparison of repainting vs. replacement.

  The Landmarks Commission shall evaluate:

  1. The age and significance of the building and its importance to the character of the Preservation District.
  2. The contribution that wood or wood based composite material siding makes to the building's character.
  3. Information provided by the Property Owner on the condition, paint history and costs.

- Siding should follow the traditional patterns and dimensions that are exhibited in the district's older buildings. Most buildings have horizontal beveled or overlapping clapboards, typically with a four-inch or narrow exposure. Exposures wider than four inches are not recommended for most buildings.
- Sided buildings should be trimmed with corner boards and window or door casings of appropriate dimension.
- Avoid using diagonal siding, vertical siding (outbuildings are the exception), T-111 siding, asbestos shingle siding, fake stone, fake brick, rustic siding, or other non-traditional siding types on city buildings.

Original wood siding and wood window Trim provides rich detail.

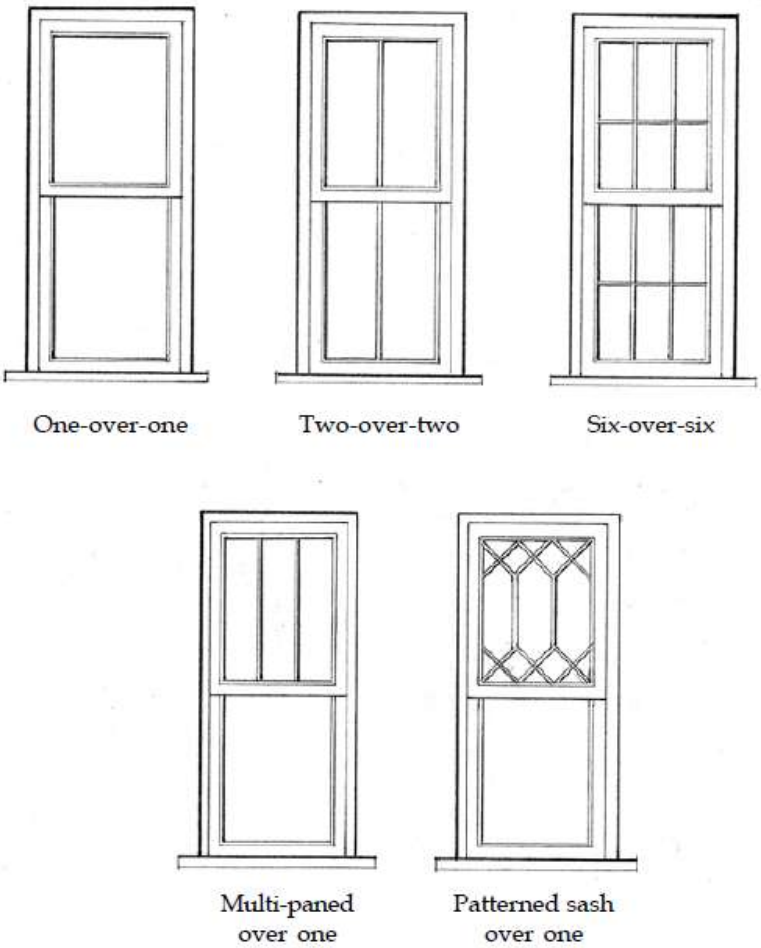
- Shingle siding should only be used where it originally existed.
- Do not cover brick buildings with siding.

Windows

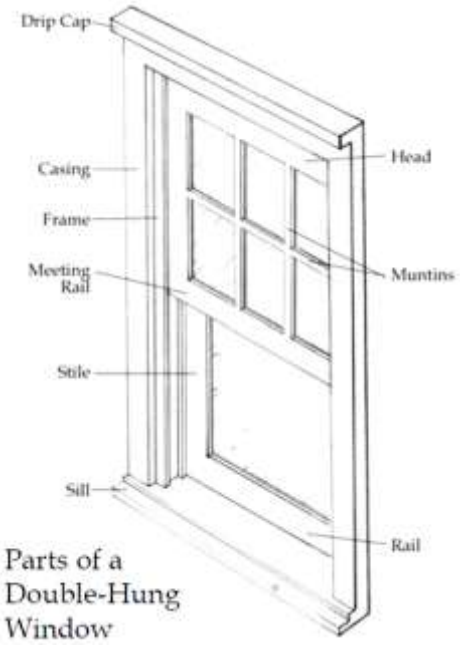
Windows contribute to the character of an older building in a significant way. In simple buildings, the number, spacing and design of windows really help to define its character. The same holds true for buildings designed in styles that are more ornate, as the builder often used windows to enhance the building's character and further define its style. In addition to the placement and size of window openings, the design and appearance of the window itself is very important.

Most original windows in Canal Winchester were built of wood and double-hung, with two equal-sized sash. The earliest of these windows have sash with multiple panes, with a six-over-six pattern being the most common in Canal Winchester. Later in the 19th century, as window technology improved, sash with larger panes were made. Two-over-two sash became common in buildings designed during the Italianate period. Windows with one-over-one panes were commonly used beginning in about 1885, and this type of window can be found on all types of buildings built after this time. The early 20th century Revival styles marked a return in some cases to multi-paned sash, which were intended to evoke the earlier period. Other historic window types include hinged casement windows, which were popular on some early 1900s buildings.

Common Double-Hung Wood Window Styles



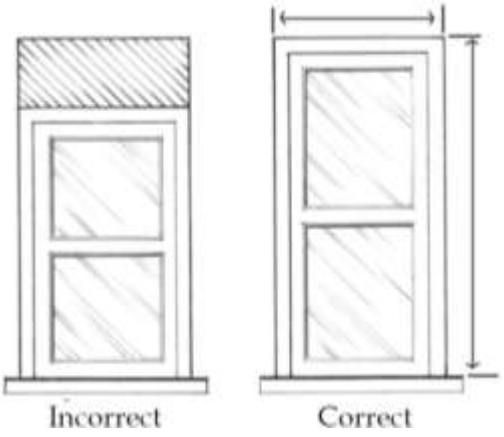
Guidelines for Maintenance and Repair



Parts of a Double-Hung Window

- Keep older windows painted and in good repair to protect from water infiltration, which does the most damage.
- If parts of a window are deteriorated, but other parts can be salvaged, consider replacing only those elements that are damaged. This type of "selective replacement" should be done with pieces milled to match the original as closely as possible.
- Retain historic glass and protect it during repairs. If glass is cracked or missing, new glass panes can be installed. Replacement glass should be clear and without tint.
- If wooden storm windows exist on your building, make sure that they are kept painted and in good repair. If you have wood windows, consider adding wood storms to enhance the building's character and increase energy efficiency.

Guidelines for Exterior Change



Replacement windows should fit the opening exactly. The window opening on the left has been downsized to accommodate the wrong size window. The window is smaller than the original opening and is inappropriate.

- Retain original window sizes and locations, particularly on the main façade and visible side elevations. Avoid changing the structural dimensions of an opening by making it larger or smaller than it was historically.
- If window units are being replaced, make sure that the new window fits the existing opening exactly. In particular, do not order windows that are too small for the opening and then try to make them "fit" by filling in the gaps with other materials.
- The addition of picture windows, bay windows or other types of structural modifications to window openings should not be made to a building's primary facades (including sides that are visible from the street). Limit such changes to the rear of the building.

Doors and Entrances

Entrance doors are an important aspect of a building's original design, including the style and material of the door itself, any associated design elements surrounding the door, and the placement of the entry on the building.

The style and character of a building entrance often depends upon the style and age of the building. Doors from the early to mid-19th century were solid wood doors, typically with six panels. During the late 19th century, entry doors were sometimes embellished with carved ornamentation, could have glass in the upper half, and were sometimes set as a pair. Doors from the early 20th entry returned to a simple design, but glass continued to be used in the upper half and sometimes nearly the full height was glass. Transoms, a panel of glass above the door, are common in Canal Winchester doors. Less common are sidelights, glass windows to one or both sides of the door, but these are identified with certain early 19th and early 20th century styles.

Four-panel wood door with transom in Old Town.

Full glazed entry door with full transom and sidelights.

Guidelines for Maintenance and Repair

- Minor problems with wood doors can be solved without going to the trouble (and expense) of replacement. Door edges can be sanded to keep doors from sticking. If gaps exist between the door and its frame, consider adding thin wood strips (painted or stained to match) to the edges of the door.
- If a portion of the door is rotted or damaged, and must be replaced, make sure that the new piece matches the existing as closely as possible. Replace hardware with pieces in a similar style.
- Make needed repairs to the door framing and any trim that is part of the original design of the building. Do not cover these elements with aluminum or vinyl.
- Preserve original transoms and sidelights, replacing glass panes where they are broken or missing.

Guidelines for Exterior Change

- Retain original entrance sizes and locations, particularly on the main façade. Avoid changing the dimensions of an opening by making it larger or smaller than it was historically.
- If interior remodeling results in a front door that is no longer used, leave the door and its features intact on the outside. The interior may be blocked with drywall, but the door should still appear as a door from the outside.

Porches

Residential porches are an important part of the overall character of Canal Winchester and contribute to its charm. Historically, porches serve a visual, social and functional purpose, providing a transition between the building's interior and its exterior environment, between the private and public realm. In the days before air conditioning, porches provided an important place to cool down in the summer.

A variety of porch styles and materials are present in the community. Depending upon the period when they were built and the style that was used, the front porch can be grand and sweeping, or small and compact; sturdy looking or delicate and light. Most of the porches in Canal Winchester are built of wood, but may have stone or brick foundations. Brick and concrete were also used during the early 1900s for porch piers and railings. Historically, most porches in the community were one-story; two-story porches were rare and are not appropriate on most buildings.

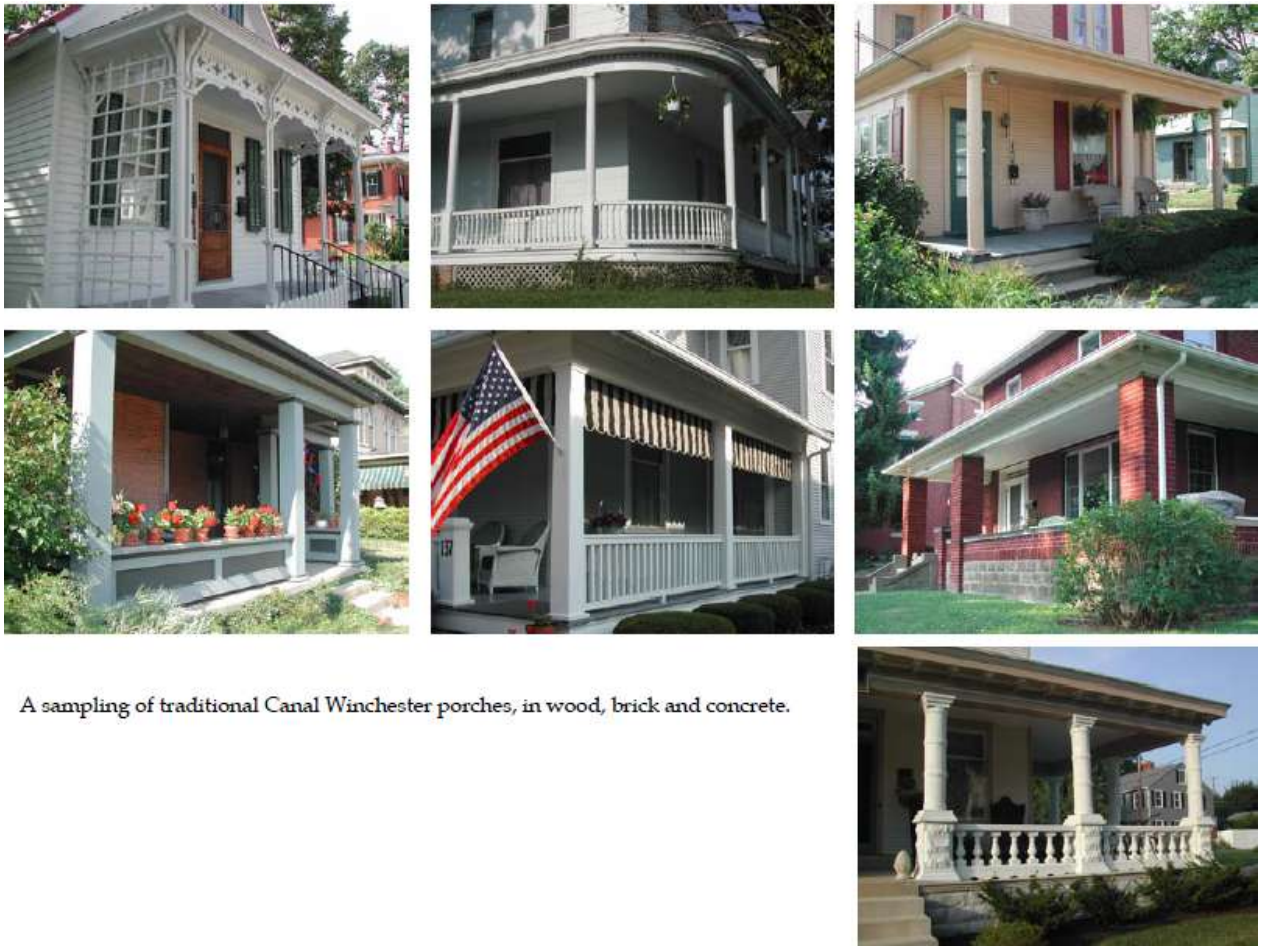
Guidelines for Maintenance and Repair

- Keep original porch elements in good repair. Make sure that the porch roof is sound and that gutters and downspouts are functioning properly. Take care of any moisture problems before making repairs.
- Repair wood elements by consolidating, patching and splicing, and keep wood painted. Always scrape wood surfaces down to the next sound layer before repainting. Carefully hand scrape detailed features such as brackets, columns or balusters.
- Retain original wood tongue & groove flooring and bead board ceilings that were used on most porches. If some areas are damaged, replace those areas to match the remainder of the surface.
- If decorative wood elements, such as brackets or posts, have begun to deteriorate, make every effort to repair them before deciding upon replacement.
- Retain original slate, tile or metal porch roofs, making repairs as needed.

Guidelines for Exterior change

- Avoid removing historic porches, even if the building has changed use or if the porch door is no longer being used as the main entrance. If the porch is not original to the building, it still may be important to preserve.
- If a new front porch is proposed, it should be kept open in traditional porch form. Avoid constructing screened-in or glass-enclosed porches on the front of a building. This type of porch should be restricted to less visible sides of the building.
- Keep porches one story in height. Two-story porches are generally not traditional for the city.

- If a porch originally existed on your building but was removed sometime in the past, it may be possible to construct a new porch to replace the old. Check for evidence of the original design – through historic photographs or sometimes through clues like paint shadows on the building.
- If the design of an original porch is unknown, the replacement porch should be simple in design. Frame construction is best for this approach. Keep the porch in proportion to the house, whether it covers the entire façade or just the front door.
- Do not enclose front porches in an effort to create a room addition for the house. Limit enclosures to rear porches only.
- If a rear porch is being enclosed, make the enclosure architecturally sensitive by retaining elements of the original porch. Place the enclosure inside the porch railing and supports. Use wood for the enclosure, rather than more permanent materials such as stucco or stone. Use windows to give the porch a feeling of transparency.
- If railings are required because of building code requirements, keep them simple by using materials such as painted wood, pipe rail or plan wrought iron.



A sampling of traditional Canal Winchester porches, in wood, brick and concrete.

Awnings

Awnings can be successfully used to add color, provide a place for signage, or provide shelter from sun or rain. Retractable fabric awnings were traditionally used in downtown Canal Winchester as a means of controlling summer heat gain into the expanse of glass. Awnings were sometimes used on upper floor windows of commercial buildings for the same reason. In addition, window or porch awnings were used on some city homes, particularly on those styles popular during the early 20th century. Awnings were less frequently used on buildings from the 19th century.

A traditional fabric storefront awning in downtown Canal Winchester.

A good example of a porch awning. This works because the awning has a traditional design (with loose edges), and it does not interfere with the architectural features of the porch itself.

Fabric window awnings are used to shelter the side windows of this commercial building from the south sun.

Guidelines for Maintenance and Repair

- Retain and repair any surviving historic awning hardware, particularly retractable frames. Use these features again is possible.
- The lift of fabric awnings can be extended through a regular program of maintenance. Some awning manufacturers offer a winter storage service where they will remove the awning in the fall and reinstall it in the spring. If awnings stay up year round, make sure that they are checked periodically.
- Keep awnings in good repair, fixing any tears as soon as they appear. Fabric awnings should be cleaned about once every three years.

Guidelines for Exterior Change

- For older buildings, use only canvas or fabric awnings in a traditional design (see below). Modern structures or new buildings may have greater flexibility in awning type, material and design.
- Signage may be placed on awnings adhering the Signage section of these Old Town Guidelines.
- Follow zoning regulations regarding the height of awnings over the sidewalk.

Storefronts

Downtown Canal Winchester has several 19th and early 20th century buildings with traditional storefronts. These typically feature display windows that rest on a bulkhead, or low wall. The entrance, which may be located in the center or to one side, can be recessed or flush with the wall. Transom windows are often located above the display windows and front door; these were intended to provide even more light to the storefront interior.

Wood, sandstone, cast iron and brick are all materials that appear in Canal Winchester's historic storefronts. There are completely intact storefronts in the downtown, as well as storefronts that have been altered. Typical alterations include filling in display windows with smaller windows, replacing bulkheads below the windows with a different material, or changing the locations and design of entrances. The ground floor in some older commercial buildings has been completely changed, with no elements of the storefront remaining.

This Canal Winchester hardware store has all of the traditional features of an early 20th century storefront. The front mostly consists of display windows, with minimal framing to maintain the view. The full-light wood entry door is set into a recess with a tall transom above and a tiled vestibule.

Guidelines for Maintenance and Repair

- Keep wood storefronts painted (not varnished) and in good repair. Wood bulkheads (the low panel at the sidewalk) can be subject to the most deterioration. These and other wood elements, such as brackets and trim, should be repaired or replaced to match with the same material and design. See the section on Wood Siding and Trim for further information.
- Keep masonry elements of storefronts in good repair. See the section on Masonry for further information.

Guidelines for Exterior Change

No historic commercial storefronts exist in the Preservation District as currently defined. See Commercial Conversions and New Construction for information about commercial uses in this part of the community.

Commercial Conversions

Special challenges exist when residential buildings are converted to commercial use. The primary goal for these commercial conversions in Old Town is to maintain the original historic character of the building, while enabling the new use to be functional and visible. To preserve the building's historic character, refer to the specific guidelines that address such topics as wood siding and trim, masonry, porches, windows, doors, roofs, new additions, and site work. Following are specific guidelines that address commercial conversions.

Guidelines for Exterior Change

- Keep windows and doors in their existing sizes and locations. Avoid making alterations intended to make the building look more "commercial" by providing a larger entry or a large window for display.
- Maintain front porches in their original form. Do not enclose front porches to create more sales area.
- Keep signs in scale with the building, and choose a style and placement that is compatible with its architectural character. Freestanding signs work will for residential buildings with front yards. If space allows, a simple wall sign can be effective. Another approach is to hang a sign below the eaves of the porch, again keeping it in scale with the porch and the building.
- If off-street parking is being added, restrict the location to the rear of the lot, with access off of an alley if possible. Front or side yards are not recommended for parking.
- For handicapped accessibility, place ramps or lifts in an inconspicuous location. Use rear or side doors for this purpose, rather than front doors.

An example of a quality commercial conversion on North High Street with preserved windows, door and porch. The sign is also properly scaled for the building.

Garages and Outbuildings

Garages and outbuildings, including sheds, carriage houses, and other types of storage farm-related buildings, are important components of Old Town's village atmosphere. Usually located along rear alleys or toward the rear of a property, these buildings are usually built of frame, with a small scale and modest materials. Some small brick outbuildings are also present. Some garages from the 1920s and 1930s mimicked the style and materials of the house, and are important to its overall character.

Guidelines for Maintenance and Repair

- Repair and maintain original carriage houses, garages and other outbuildings. Keep the form and proportions of the buildings intact in any renovation.
- Keep historic windows, siding, doors, and roofing materials intact on these buildings. If parts of these features are deteriorated beyond repair, the first choice is to replace them with new elements to match, using the same materials as the original.

A well-preserved frame garage in Old Town with wood siding.

Guidelines for Exterior Change

- All additions and modifications to original carriage houses, garages or outbuildings should be visually compatible with the existing structure.

This carriage house is one of several that still exist in the city.

Old Town has a number of small brick out-buildings, most likely used as smoke houses.

Institutional Buildings

Old Town Canal Winchester contains a rich collection of institutional buildings, particularly its churches and a historic school. These buildings are landmarks in the community because of their distinctive architectural character.

Like the typical property owner, churches and schools require routine maintenance to ensure their long life. Special features associated with these buildings include such items as unusual window types (including stained glass), large-scale front doors and monumental entries, steeples and bell towers, and quality materials such as brick, slate and limestone. Sometimes additions are proposed, and decisions must be made about where these would best be located. These building types also face some issues that are different from those facing the typical homeowner, including questions about signage, parking, and handicapped accessibility.

Guidelines for Maintenance and Repair

- Important character-defining features of institutional buildings should be carefully maintained, including wood doors, original windows, masonry walls and trim, slate roofs, and other details that distinguish the building. Please see the sections of the guidelines that relate to each of these topics for further guidance.

Guidelines for Exterior Change

- Locate additions to churches and schools to the rear of the building to the greatest extent possible. The dominant original form of these buildings should be maintained, with any addition having as little impact as possible upon the main building. Care should be taken to blend the materials and design of the addition with the original building.
- Locate wheelchair ramps or lifts at side or rear entrances rather than on the main façade. The design of ramps and handrails should be clean and simple in design so that they do not compete with or detract from the building itself. See the section on handicapped access for further guidance.

Demolition Considerations

Any request for demolition in the Preservation District must be reviewed and approved by the Landmarks Commission.

Demolition of an older or historic building can be a difficult decision in a community that is attempting to preserve its heritage. In an ideal world, all historic buildings in the Old Town area of Canal Winchester would be preserved, rehabilitated and put to an economical and appropriate use. Sometimes, however, other factors enter in, and the community has to weigh the pros and cons of demolition and the impact that it will have on the historic character of the community.

When demolition of a building is proposed, it is the job of the appropriate commission to carefully evaluate the proposal to determine all of the facts and to make a decision about whether or not the loss of the building is acceptable. In order for a proposed demolition to be considered, these steps must be followed:

1. The appropriate commission must first determine whether the subject property merits in-depth review. If demolition is proposed for a modern building without historic or architectural merit, for example, then the Commission may determine that its demolition is appropriate without conducting an in-depth review.
2. If the Commission determines that a property merits an in-depth review, then the following would be required:

   The Property Owner must provide:

   - Complete photographic documentation of the building, inside and out, showing existing conditions;
   - Written evaluation of the building's condition by an architect, structural engineer, or other building professional;
   - Statement of needs outlining the reasons for demolition;
   - Written evaluation of alternatives to demolition that have been considered;
   - Architectural plans for the building site; and
   - Demonstration of financing and a written statement of intention to build.

The Landmarks Commission evaluates:

- The significance of the building and its importance to a) the character of the Old Town or b) the character of the streetscape. Would the loss of the building severely diminish the appearance and value of the Old Town?
- The building's condition. Examine photos and written evidence of the building's condition as provided by a qualified architect, structural engineer or other building professional. Have all possible scenarios for rehabilitation been examined?
- The reasons the owner wants to demolish the building. Has the owner investigated alternatives that would retain the building and make it economically viable? If the building's condition is an issue, has the owner allowed the building to deteriorate over a long period of time, creating his or her own hardship?
- The plans for the site. Would the proposed project enhance the physical character of the Old Town? Does it complement the existing streetscape? Does it meet an identified community need (other than parking)? Proposed plans must be submitted for approval at the same time that the demolition is proposed. No historic building should be demolished for the creation of parking.

New Construction Guidelines

Any new buildings in the Historic District and the Preservation District should be carefully designed to blend with the existing neighborhood character. Creative and contemporary design solutions can be achieved while being sensitive to the existing context through the use of appropriate building form, scale, mass, materials and relationship to the street.

Note: The following Site Elements guidelines apply to all properties within the Old Town including both the Historic District and the Preservation District.

Building Placement

- The front setback of a new structure must be consistent with buildings on adjacent properties. If adjacent setbacks are inconsistent, use a front setback that is consistent with the majority of buildings on the street. If a new building cannot align with adjacent structures, set the building farther back rather than in front of the adjacent buildings.
- Side yard setbacks must be consistent with adjacent building side yards. Variations are permitted but should not exceed more than 10% of the average adjacent building side yards. NOTE: Side yards must comply with local building codes.
- The orientation of all new primary structures, building additions and accessory buildings must be consistent (parallel and perpendicular) with primary structures on adjacent properties.

While the orientation of most structures is parallel to the street as shown along East Waterloo Street (left), some homes have a unique angled orientation to the street along Washington Street (right).

Garages and Outbuildings

- Garages and outbuildings, including sheds, carriage houses and other types of storage buildings should generally be detached from the main structure and set back behind the main structure to be consistent with other existing properties throughout the Old Town. Attached garages may be permitted if they are not visible from a public street. Access to garages should be provided from alleys, where they exist, to minimize the number of curb cuts on the main street.


Garages in Old Town are typically detached and set back behind the main structure.

- Attached garages are permitted on streets where two or more attached garages exist. These garages must be a part of the original structure – not a later addition.
- New garages and outbuildings, including sheds, carriage houses and other types of storage buildings must use roof and siding materials that complement or match the primary structure. The form of the garage should be simple with a hipped or gabled roof. The pitch of the roof should generally be consistent with the primary structure. Some flexibility should be allowed with roof pitch in that in some cases, matching the pitch of the primary structure may result in an excessively large structure that competes with the primary structure. Appropriately scaled single-width garage doors should be used on multi-car garages.


A few streets, such a Washington Street and Kramer Street, have several homes with attached garages.

Building Height

- New building heights must be compatible with existing adjacent buildings. New buildings should have the same number of floors and be within 10% of the average height of adjacent buildings as viewed from the street.

Building Rhythm

- New buildings that are significantly larger than typical single family homes or typical commercial buildings should be designed to reflect the rhythm of existing buildings. Building indentations and façade treatments can be used to complement adjacent structures.
- Utilize a rhythm of doors, window, porches, bays, and other projections into new construction that is similar to that used in adjacent structures.

The rhythm of architectural features on adjacent structures should be considered in any new in-fill construction.

Building Proportion

- The proportion of a building is the relationship of its width to its height. Most structures in the Old Town have a more vertical proportion (i.e., tall and narrow) or square proportions with few horizontally proportioned structures. The proportion of new buildings should be compatible with adjacent buildings.

Vertical Proportion

Square Proportion

Horizontal Proportion

Roof Forms and Materials

- Roofs on new structures should generally be gabled or hipped (or flat for commercial buildings), or may incorporate a combination or feature that is similar to an adjacent historic structure. Materials may be standing-seam metal, slate or a dimensional asphalt shingle with a plain design that does not create a patchwork effect. Use historically appropriate colors.


Most roofs in the Old Town are hipped, gabled or a combination of simple roof forms.

Window and Wall Ratio

- The amount of wall surface vs. window surface in the façade of a building varies between architectural styles. The window to wall ratio for new structures should be consistent with adjacent buildings and styles. While commercial buildings typically have the largest amount of windows as a result of their display space, most single family homes in the Old Town have a more balanced window and wall ratio.



Commercial buildings typically have a large amount of windows on the ground level, while most single family homes have a balanced ratio of window to wall.

Materials, Textures and Colors

- New buildings throughout the Old Town must use traditional building materials such as wood, brick or stone. The majority of structures throughout the Old Town were constructed with wood siding. Several brick structures also exist, many in the commercial area. Natural stone has been used primarily as a foundation material. Exposed foundations on new buildings must have the appearance of natural material.
- Colors must be compatible with any natural materials (brick or stone) used in the new structure. A historical color palette should be considered when the new structure reflects a specific architectural style.

Additions to Buildings

Older buildings often don't provide today's business owners and homeowners with the space they require. Consequently, building additions in older neighborhoods are a fairly common occurrence. Additions in the Old Town can typically be accommodated as long as the zoning code allows for the additional lot coverage. However, the *design, size, placement* and *materials* of the addition all must be carefully considered to ensure that the new element does not have a negative impact on the original building. The following guidelines provide assistance on creating a building addition that will be compatible with the original building.

- Locate the addition at the rear of the building or on a side of the building with low visibility from the street. If the addition is on the side of the original structure, locate the addition as far to the rear as possible.
- Allow the original structure to remain as the primary feature on the lot, and the addition to be subsidiary to it by keeping the addition's height and roof line lower than the main structure.
- Keep the design of the addition consistent with the form and architectural style of the main building. Choose a simplified design that has some of the same characteristics of the original, such as the pitch and materials of the roof, the dimensions of siding and trim boards, and the size and style of windows. Avoid dressing up the addition with too much decoration; it should not try to compete with the original building style.
- For some fairly large additions, it will be important to provide a visual break or transition piece between the original building and the new addition. This can be accomplished by setting the addition back from the wall line of the original building or by creating a recessed area at the point where the addition and the original building meet. This helps to make the addition appear as separate from the main building.

- Use materials that are compatible with the original building. Frame buildings should have frame-constructed additions. Frame construction is also recommended as the first choice for additions to masonry buildings. In some cases, brick may be an acceptable material for an addition to a brick building. Finding brick that matches or complements the original structure is often difficult. Stucco is usually appropriate for a stucco building. In areas of Old Town that are outside of the Historic District, artificial materials may be used if they match or complement other original artificial building materials. Artificial aluminum or vinyl siding is not recommended for use on building additions in the historic district.
- Avoid adding pre-manufactured glassed-in greenhouses or sunrooms to original buildings. If such an addition is proposed for a residential building, it should be limited in size, restricted to the rear of the building only, and given the appearance of an enclosed rear porch that is trimmed in painted wood.

See also: Roofs, gutters and downspouts (for roofline additions)

Site Elements

The following New Construction Guidelines apply to all properties in Old Town including the Historic District and Preservation District. While the preservation of the architecture of Old Town Canal Winchester is of primary importance, the elements that are a part of the building site can have an enormous impact on the character of the district. Guidelines for these site elements will help to visually unify the streets of the Old Town and enhance the presence of its architecture.

Note: The following Site Elements guidelines apply to all properties within the Old Town including both the Historic District and the Preservation District.

Parking

- Encourage the use of on-street and off-street public parking to meet or supplement commercial use parking requirements.
- When private off-street parking is required, the following guidelines apply:
    1. Locate parking areas behind buildings. When possible, provide access to the parking from a rear alley or side street to avoid additional curb cuts along the primary street and sidewalk.
    2. On small isolated commercial sites, such as homes converted to commercial uses, where only a small number of parking spaces are required, provide a maximum of one access drive and locate the parking at the rear or as far back along the side as possible. When possible, share access drives with adjacent commercial properties.
    3. Visually screen any parking area from a public street with a 36” hedge, fence or wall.

Walls and Fences

- Any freestanding or retaining walls used in front yards must be constructed of natural materials (brick or stone) that are compatible with the building on the site. These walls should not exceed 24" in height.
- Any fences in front yards must be wood picket fences or wrought iron that does not exceed 42" in height. Hedges may also be used in conjunction with or in place of fences.

Several examples of brick walls, stone walls, wood picket fences, and wrought iron fences can be found throughout Old Town.

- Privacy fences along the side and rear yards are subject to requirements of the local zoning code. The exposed structure (posts and cross members) should be oriented inward and not visible from the street. Very simple treatment of the top of the fence is most appropriate in Old Town.
- Avoid non-traditional wall and fence materials throughout the Old Town such as chain link, vinyl, and concrete block.

Privacy fences with little ornamentation are typically the most appropriate in the Old Town.

Landscaping

- Carefully choose landscaping materials to compliment the site architecture and blend with the adjacent properties and streetscape.
- Place large shade trees closer to the street to avoid conflicts with the structure and to reinforce the street tree plantings. Larger front yards allow more flexibility in shade tree placement.
- Use small ornamental trees as accent plants and to frame views to special architectural features. Avoid placing ornamental trees in locations that would block the view from the street to the structure.
- Foundation plantings should be carefully chosen to avoid obscuring the architecture. In some cases, natural stone foundations are important architectural details that should not be screened entirely.
- Plant materials should be chosen that are native to the area. Avoid exotic plant types in areas visible from public streets.

Lighting

- Decorative yard lamps and building mounted fixtures can be used for safety and to visually enhance a property at night. If an original fixture is not present, select a simple style that will compliment the style of the architecture. Avoid overly ornate fixtures that may not compliment the more simple architectural styles of the district.
- Residential buildings converted to commercial uses must use residential scaled light fixtures.
- Lighting used to illuminate parking areas, open spaces, or signs must be indirect and shielded to avoid off-site spillage of light to adjacent properties.

Decks, Patios and Private Sidewalks

- Place decks and patios to the rear of the buildings. Decks should be constructed of wood. The use of paint or opaque stain on decks to match or compliment the building color is encouraged. Patios should be constructed of concrete, brick or stone. Natural materials of brick or stone are encouraged. Patios are encouraged over wood decks on historic properties. Decks are generally considered to be a more contemporary design feature.
- Front yard sidewalks, often those that lead to the front door, must be constructed of concrete, brick or stone. Stamped concrete patterns may be acceptable if the pattern reflects a properly dimensioned natural material. Concrete score lines should be inconspicuous and blend in with the selected pattern.

Access for the Disabled

Public buildings (such as schools or government offices) and privately owned facilities that are open to the general public (such as stores, restaurants and some offices) are subject to the provisions of the Americans with Disabilities Act (ADA). Passed by Congress in 1990, this act requires that all properties open to the public be accessible to the disabled. Requirements of ADA apply even when a building is not undergoing rehabilitation. In other words, the need to comply with ADA requirements already exists and is not triggered by a decision to rehabilitate.

- Place added or adapted features in locations that will be the least visible from a public right of way, yet still accessible to the user. Locate ramps or lifts at side or rear entrances wherever possible.
- Avoid removing, damaging or covering the character-defining features of an older building by building an insensitive addition or adaption. Carefully consider your options for location, design and materials so that the impact upon the building is minimized.
- Keep the designs of accessibility features as simple and unobtrusive as possible. Use plain concrete or painted wood for ramps and painted metal or wood for railings. Keep the design light and open, without excessive decoration. Do not use unpainted wood, brick, or artificial siding materials on ramps or lifts.
- For commercial buildings that front on the sidewalk, consider “warping” the sidewalk up to the entrance door. This is possible only if code allows and if only a few inches must be overcome to make the building accessible.
- Contact a qualified architect with ADA compliance experience to assist you in finding the most appropriate solution for your building.

Plain concrete, simple handrails, and its placement on the side of the church helps this accessible ramp be as visually unobtrusive as possible.

Signage

In contrast with commercial areas adjacent to busy arterial streets and highways, the Old Town possesses a pedestrian scale where visitors park their automobiles and walk to shops, restaurants and offices. Consequently, signage in this district should be designed for the pedestrian as opposed to the driver. Special consideration of the size, color, material and placement of signs will help preserve and enhance these pedestrian qualities of the Old Town.

These guidelines are additional requirements to the Canal Winchester Sign Code (Chapter 1189 of the Zoning Code). Where conflicts exist, these guidelines shall supersede the requirements of the Sign Code.

Note: The following Signage guidelines apply to all properties within the Old Town including both the Historic District and the Preservation District.

Sign Types

The most appropriate signage is influenced by the building on which it is located. Traditional commercial buildings, with storefronts and upper facades, often have an area above the storefront where a wall sign can be located. The large ground level display glass of these buildings lends itself to signs painted on windows. Projecting signs also work well on these buildings. Buildings that are more residential in character will typically require signs that are projecting or freestanding. Freestanding signs are appropriate when these buildings are set back from the street and a front lawn can be used for the sign. Sometimes, a small wall sign placed between windows on these buildings can be very effective. The following is a description of the various types of signs permitted in the Old Town.

Wall Signs: These signs are panels, usually made of wood or metal, which are mounted flush against the building wall. They can vary in shape and can accommodate a variety of graphics and lettering. A simple, clear design is usually the best. Some businesses use these signs to provide additional information that is not contained in the primary business sign.

Projecting Signs: Projecting signs are used to make business identification easy for people walking on the sidewalk. Mounted perpendicular to the sidewalk, projecting signs consist of a mounting bracket and a signboard that is hung from the bracket. Simple, clear designs are usually the best in communicating the type of business inside. When signs change, the mounting bracket is often reused and a new, proportional sign is created.

Window Signs: Window signs are most effectively used on large display windows, where they will not block the view of merchandise inside. They can also be applied, in small letters, to an entry door. The sign – painted or created with decals – is applied on the inside of the glass to protect it from the elements.

Awning Signs: These are located directly on the fabric awning that shelters the storefront or the hanging valance at the front or side of the awning. Use either the face of the awning or the valance, not both. Keep lettering simple and plain to be most legible.

Freestanding Signs: Also known as ground signs, these signs are set permanently in the ground and supported by a frame, bracket or posts. They may be used only when the building is set a minimum of 10 feet back from the sidewalk. Freestanding signs should respect the character of the district, using materials and designs that complement the historic architecture. Avoid making these signs too busy. Simple geometric shapes are best for the signboard and supports should not be too ornate.

Joint Identification Signs: These types of signs may be used when more than two businesses occupy a building on a single lot. They can be effective in directing the customer to a building set off the main street, particularly if the sign is used to identify the address or name of the building. The accompanying business signage should be consistent in design, materials, color and lettering style.

Sign Guidelines

- One identification sign will be permitted for each business or use. A secondary sign may be used where a rear entrance faces a rear parking area. A second sign may also be used on corner properties where a building faces two public streets. One sign may be oriented toward each public street.
- Carefully consider the best location for signage on your particular building. Evaluate where signs have been placed in the past, possibly through historic photographs. Do not cover up important details of the building, such as windows, transoms, cornice details, or porch elements.
- Quality of design and materials is important. Metal and wood are traditional materials that would be appropriate, while plastic is not. Keep the graphics simple to encourage readability and ease of identification. Symbol signs (such as the “Keys Cut Here” sign in the photo) are especially effective.
- Keep the sign in proper scale with the building on which it is located. The maximum allowable sign area for wall signs, projecting signs, awning signs, and freestanding signs shall be 9 square feet. Projecting signs and freestanding signs are typically double-sided allowing for a total area of 18 square feet. Note: the total area should include the entire sign face including any trim or frame, but should not include the supporting structure. Test height should not exceed 8” or any sign type.
- Colors for signs should be chosen for their compatibility with the building on which they are located. No more than three colors should be used per sign (black and white are considered colors).
- Internally illuminated signs are prohibited in the Historic District and the Preservation District. External lighting is appropriate, but the light source should be placed in an inconspicuous location where it will not obscure other features of the building.

Sign Examples

Wall Signs

Projecting Signs

Window Signs

Awning Signs

Freestanding Signs

Appendices

Where to Find More Information

There are a number of sources of information that can be very helpful to someone who is contemplating a rehabilitation or restoration project. These include publications about historic architecture or rehabilitation techniques, Internet sites that address historic preservation topics, and organizations that can provide all types of information to property owners, ranging from historic photographs of Canal Winchester to information about building codes or zoning regulations to items of technical assistance. Following is a description of some of the most relevant of these sources for Canal Winchester properties. The Websites listed here provide information about these organizations.

Organizations

The Planning Department in the City of Canal Winchester provides important sources of information for property owners. Among its other responsibilities, the Planning Department provides guidance for local development activities, manages the city's development and zoning regulations, and staffs the Landmarks Commission.

Canal Winchester
Planning & Zoning Department
36 South High Street
Canal Winchester, OH 43110
614-837-6742

Canal Winchester
Building Department
36 South High Street
Canal Winchester, OH 43110
614-837-7501

Information about Canal Winchester's history is available from several sources at the local, county and state levels, including Canal Winchester Area Historical Society. The society maintains a collection of old photographs and other records that can be an excellent source for planning a historic building rehabilitation.

Canal Winchester Area Historical Society
10 West Oak Street
Canal Winchester, OH 43110
614-833-1846

Ohio Historical Society Archives Library
1982 Velma Avenue
Columbus, OH 43211
614-297-2510
www.ohiohistory.org

Franklin County Genealogical Society
570 West Broad Street
Columbus, OH 43215
614-469-1300

For information about historic preservation matters in general, there are good sources of help at the national, state and regional levels. At the national levels, the two best known are the National Park Service, where all federal preservation programs are housed, and the National Trust for Historic Preservation, which is the country's primary non-profit preservation organization. At the state level, the Ohio Historic Preservation Office offers assistance with all types of preservation activities in Ohio, including surveys, planning, ordinances, design guidelines and nominations to the National Register of Historic Places. Non-profit statewide organizations include Heritage Ohio, which can help with advocacy and information.

National Park Service
Heritage Preservation Services
P.O. Box 37127
Washington, D.C. 20013
202-343-9573
www2.cr.nps.gov/

Ohio Historic Preservation Office
1982 Velma Avenue
Columbus, OH 43211
614-298-2000
www.ohiohistory.org/resources/histpres/

National Trust for Historic Preservation
1785 Massachusetts Avenue, N.W.
Washington, D.C. 20036
202-673-4000
www.nthp.org

Heritage Ohio/Downtown Ohio
846 ½ East Main Street
Columbus, OH 43205
614-258-6200
www.heritageohio.org

Publications

A number of outstanding publications – books, magazines and pamphlets – are available to assist in developing your knowledge of historic buildings and appropriate methods of repair and rehabilitation. Some of these are free, while others must be purchased. Addresses and telephone numbers are provided for purchase or subscription information. Several of the Websites provide online information about these topics. In particular, the National Park Services' series of Preservation Briefs is very useful for property owners interested in building rehabilitation.

Old Building Owner Manual
by Judith Kitchen
Available for purchase
Ohio Historical Center Gift Shop
1982 Velma Avenue
Columbus, OH 43211

Traditional Building
69A Seventh Avenue
Brooklyn, NY 11217
718-636-0788
www.traditionalbuilding.com

Caring for Your Old House: A Guide for Owners and Residents by Judith Kitchen
To order, contact:
Preservation Press
John Wiley & Sons, Inc.
Professional, Reference and Trade Group
605 Third Avenue
New York, NY 10158

Preservation Briefs
National Park Service
Heritage Preservation Services
P.O. Box 37127
Washington, D.C. 20013
202-343-9573

The Old-House Journal
P.O. Box 420235
Palm Coast, FL 32142
800-234-3797
www.oldhousejournal.com

The Preservation Briefs can be printed from the following Website: www2.cr.nps.gov/tps/briefs/presbhom.htm or ordered from the Ohio Historic Preservation Office by calling 614-298-2000 (see list of subject below)

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta.
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings.
9. The Repair of Historic Wooden Windows.
10. Exterior Paint Problems on Historic Woodwork.
11. Rehabilitating Historic Storefronts.
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass.)
13. The Repair and Thermal Upgrading of Historic Steel Windows.
14. New Exterior Additions to Historic Buildings: Preservation Concerns.
15. Preservation of Historic Concrete: Problems and General Approaches.
16. The Use of Substitute Materials on Historic Building Exteriors.
17. Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.
18. Rehabilitating Interiors in Historic Buildings – Identifying Character – Defining Elements.
19. The Repair and Replacement of Historic Wooden Shingle Roofs.
20. The Preservation of Historic Barns.
21. Repairing Historic Flat Plaster – Walls and Ceilings.
22. The Preservation and Repair of Historic Stucco.
23. Preserving Historic Ornamental Plaster.
24. Heating, Ventilating, and Cooling Historic Buildings: Problems & Recommended Approaches.
25. The Preservation of Historic Signs.
26. The Preservation and Repair of Historic Log Buildings.
27. The Maintenance and Repair of Architectural Cast Iron.
28. Painting Historic Interiors.

29. The Repair, Replacement, and Maintenance of Historic Slate Roofs.
30. The Preservation and Repair of Historic Clay Tile Roofs.
31. Mothballing Historic Buildings.
32. Making Historic Properties Accessible.
33. The Preservation and Repair of Historic Stained and Leaded Glass.
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament.
35. Understanding Old Buildings: The Process of Architectural Investigation.
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes.
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing.
38. Removing Graffiti from Historic Masonry.
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings.
40. Preserving Historic Ceramic Tile Floors.
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront.
42. The Maintenance, Repair and Replacement of Historic Cast Stone.
43. The Preparation and Use of Historic Structure Reports.
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design.
45. Preserving Historic Wooden Porches.
46. The Preservation and Reuse of Historic Gas Stations.
47. Maintaining the Exterior of Small and Medium Size Historic Buildings.

Glossary

Baluster: Vertical member, usually of wood, which supports the railing of a porch or the handrail of a stairway.

Balustrade: Railing or parapet consisting of a handrail on balusters; sometimes also includes a bottom rail.

Bargeboard: A board, often decoratively carved or cut out, which hangs from the projecting edge of a roof at the gable.

Bay: 1) A spatial structural unit of a building façade; 2) A structure protruding out from a wall.

Bulkhead: In commercial buildings, the area below the display windows, at the sidewalk level.

Bracket: A projecting member, often decorative, which supports an overhanging element such as a cornice.

Casement: A type of window with side hinges and a sash that swings outward.

Clapboard: Large wood boards, which taper slightly (they are a type of beveled siding) so they overlap and lie flat; applied horizontally on buildings of frame construction.

Column: A supporting post found on storefronts, porches and balconies; may be fluted or smooth.

Corbel: A bracket form produced by courses of wood or masonry, which extend in successive stages from the wall surface.

Corner Board: A board used to cover the exposed ends of wood siding to give a finished appearance and make the building watertight.

Cornice: The projecting uppermost portion of a wall, often treated in a decorative manner with brackets.

Cresting: Highly ornamental trim, usually case and/or wrought iron, which is attached to a roof ridge, a wall or a canopy.

Dentil: One of a row of small blocks used as part of a decoration in a frieze or cornice.

Dormer: A structural extension of a building's roof intended to provide light and headroom in an attic space; usually contains a window or windows on its vertical face.

Double-Hung: A window with two balanced sashes, with one sliding over the other vertically to open.

Drip Edge: A projection at the lower edge of a vertical surface with an undercut edge to drip rainwater away from the building.

Dry Rot: A fungus infection that destroys the structural strength of wood. Contrary to its name, excessive moisture creates the right conditions for its growth.

Eaves: The lower portion of the sloping surface of a roof, especially the part that overhangs the building's wall.

Façade: The "face" of the building; usually refers to the main side of the building, though it can be applied to all sides.

Fanlight: A semi-elliptical design used over doors and in gables as a window, or for ventilation (when it is louvered), or as decoration. If there is no window it is called a "fan."

Fascia: A flat horizontal wooden member used as a facing at the ends of roof rafters or in the cornice area.

Flashing: Flat metal or other material that is used to keep water from penetrating the joint between different surfaces and materials such as around the chimney on a roof.

Flemish Bond: In brickwork, a bond in which each course consists of "headers" and "stretches" laid alternately; the header (short end of the brick) is centered with respect to the stretcher (long end of the brick) above and the stretcher below.

Frieze: Long narrow panel on a wall, used chiefly for decoration, found just below the point where the wall surface meets the building's roof.

Gable: The "end" as opposed to the "side" of a building. The most common gable is triangular in shape, consisting of the area of wall defined by the sloping roof. A gambrel or double-pitch roof forms a non-triangular gable.

Hoodmold: Decorative, projecting element placed over a window; may extend down the sides of a window as well as surround the top.

In-Kind: Replacement of one element of a building with another of the same material, design, size and appearance.

Lintel: Horizontal structural element at the top of a window or door; in masonry walls, may be of wood, stone or metal.

Major Exterior Remodeling: To construct an addition to, or alter the existing design or layout of a building resulting in substantial alterations to the previous exterior appearance of the building.

Modillion: A horizontal bracket or scroll that appears at the porch or building cornice. Known as a block modillion when in the form of a flat block, sometimes confused with dentils.

Mullion: A wooden vertical piece that divides window sash, doors or panels set close together in a series.

Muntin: The wooden pieces that make up the small subdivisions in a multiple-pane glass window.

Parapet: The portion of an exterior wall which rises entirely above the roof, usually in the form of a low retaining wall; the parapet may be shaped or stepped.

Pediment: The triangular face of a roof gable; or a gable that is used in porches, or as decoration over windows, doors and dormers.

Pilaster: A flat pier, which is attached to the surface of the wall and has a slight projection; the pier may be given a base and cap, and may be smooth or fluted.

Portico: An entrance porch, usually supported by columns and sheltering only the entry.

Prism Glass: Small panes of glass usually set in a wood or metal framework in the transom over a storefront or entrance; the glass is molded in a special pattern such that small prisms project daylight into the interior of the building.

Return: The continuation of a projection or cornice in a different direction, usually around a corner at a right angle.

Sash: The framework of the window that supports the glass. Sash may be fixed, sliding, hinged or pivoted.

Segmental Arch: A type of circular arch, which does not extend on the sides to a full half circle; often found at the tops of windows.

Sheathing: A sub-surface material, usually wood, which covers exterior walls or roofs before application of siding or roofing materials.

Sidelight: A glass panel, usually of multiple panes, to either side of a door; often used in conjunction with a transom.

Soffit: A flat wood member used as a finished undersurface for any overhead exposed part of a building, such as a cornice. Commonly found on the underside of the eaves.

Terra Cotta: Molded and fired clay used for ornamental work in a brick or stone building wall.

Terrazzo: A smooth flooring material composed of concrete and stone chips, and then polished.

Transom: A glass panel, either fixed or moveable, which is placed over a door or window to provide additional natural light to the interior of the building. Used on both residential and commercial buildings.

Turret: Projecting corner bay or tower, usually round, often with a conical roof.

Vernacular: Architecture that draws more on traditional forms and functionalism, rather than on design principles or ornamentation of high-style architecture.

New Construction and Major Remodeling Projects

The greater Canal Winchester Preservation District acts as a buffer to protect the high standards in place for the core Historic District. In the design review process, the role of the Landmarks Commission is to preserve the integrity of the City's historic inventory in the Historic District. The Landmarks Commission has a similar role for the Preservation District buffer that goes further in that they can ensure planned new development/re-development is not only in basic harmony with but actively complements and extends the historic character of the entire Preservation District. Recent public survey has re-confirmed that the city's downtown is its identity. Since identity or image equates to marketability, careful maintenance of the Preservation District will shape the quality of the City's future immeasurably.

Like most traditional Midwestern downtowns, Canal Winchester's defining period spans the 1840-1920 years and incorporates a wide variety of architectural styles (six distinct styles ref: Old Town Guidelines). Whether it is for residential, commercial, or public use, new construction and major exterior remodeling *(see glossary)* should closely follow the exterior style, form, materials, and ornamentation of that 1840-1920 "golden era". Construction of buildings that reflect a significantly earlier look will look as inappropriate here as one constructed in a full modern/contemporary style and is strongly discouraged. Because the city's economy was largely based in support of a larger agrarian community, style should reflect a 19th century working or middle class socio-economic status. Therefore, new/infill/remodeled buildings should not use design so grandiose that it would be inconsistent with the target period, region, or social status of the city during its main formative period.

When using buildings in the Preservation District for models, a word of caution is in order. Many if not most of the city's best architectural specimens have been lost over time. Many others have lost their original integrity due to cost avoidance during a repair or a deliberate goal of creating a less "dated" look. Details and elements have been removed, altered, or covered on some buildings before the city adopted controls in the formal Historic District. Because of this, builders/remodelers should avoid using existing city structures as reference models <u>if</u> they no longer reflect the intent of their original builders. If necessary, seek inspiration from period city photographs and unaltered building examples outside of the city's immediate boundaries to capture a historically accurate look and feel. While it may not be possible or feasible to create an exact duplicate of a 19th - early 20th century building, it is feasible to create a building facade that convincingly captures the textures, form, and spirit of the style in question. Unlike a few years ago, today there are many manufacturing sources of restoration grade (i.e. suitable for authentic restoration per U.S. Dept. of Interior) doors, windows, and decorative elements (i.e. corbels, brackets, pediments, lintels, cornice trim, and iron work). Fortunately, it doesn't take many appropriate details to create the desired look.

Some Recommended Do's / Don'ts

RECOMMENDED	NOT RECOMMENDED
Use one of the six documented period architectural styles (ref: Old Town Guidelines section on architectural style)	Anything outside of the six documented period architectural styles
Operational sash windows in a configuration consistent with selected architectural style	Plate glass (even with grids"/mullions); exception: some storefront designs
True Divided Lights (Panes). Number to be consistent with selected style (ref: Old Town Guidelines section on windows keeping consistent with period and architectural style)	i.e. using 6 over 6 where 2 over 2 should be used (and vice versa)
Working Shutters (when used) with hinges and keepers; properly sized for window	Artificial/purely decorative shutter not sized for actual window
Doors consistent with style (ref: Old Town Guidelines on doors keeping consistent with period and architectural style)	Stock plastic/steel doors
Siding (profile/lap/material) consistent with style (i.e. brick and frame – ref: Old Town Guidelines on masonry/wood siding keeping consistent with period and architectural style)	Vinyl, stone, stucco
Appropriate type (i.e. restoration grade) of ornamentation	Vaguely "old-timey" decorative elements as used on some structures commonly associated with tourist activities
Appropriate use of ornamentation	Hybrid of ornamentation from different periods (unless clear architectural separation from one unit to the next)
Appropriate amount of ornamentation	Excessive ornamentation that goes beyond what it takes to convey the architectural period
Use of brick or stone/stone lookalike (cut or laid) on foundations above grade. Split block authorized for early 20th century architectural styles only	Exposed block, parged masonry or poured foundation above grade
Exterior colors/combinations suitable for period An Applicant needs to provide evidence that the colors they are proposing are part of a historical palette	Deviation from the Landmarks Commission's color palette
Pitched roofs: need to match selected architectural style: slate (natural/artificial), tile, standing seam steel (use staggered overlap on long runs), dimensional asphalt	Base-grade asphalt and any material inconsistent with selected architectural style

Design Gallery

Please note that the following photographs are from the central Ohio region. They exhibit some/most of the desired attributes for new construction and façade remodeling. However, virtually none of these examples completely reflect 100% of the desired goals and they should be used as conceptual material and superseded by the accompanying text. The Landmarks Commission will provide additional clarification if/when needed.


CREATE


REAL LIVING


AMERIPRISE FINANCIAL